

## Registration Instructions

Before or after your first Protecting God's Children session (***but not both***), you will need to register with the VIRTUS program. This is required of all participants. If you do not have internet access, and cannot gain access at via school, university, library, work, home or other means, please register with your LoSEC or VIRTUS Coordinator.

Go to [www.virtusonline.org](http://www.virtusonline.org)

On the left hand side of the page, click the yellow link labeled "**Registration**".

Choose the name of your diocese (Green Bay) from the pull-down menu by clicking the downward arrow and highlighting your diocese. Once the diocese is selected, click "**Select**".

Create a user ID and password you can easily remember. This is necessary for all participants. This establishes your account within your diocese and the VIRTUS program. If preferred user ID is already taken, please choose another ID. We recommend the use of email addresses as user names. Click "**Continue**" to proceed.

Provide the information requested on the following page. Several fields are required, such as address, phone number and email address. Click "**Continue**" to proceed.

- **If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](http://mail.yahoo.com) or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org). This will notify your VIRTUS Coordinator that you do not have an email address.**
- **Some individuals will be required to complete ongoing continued training bulletins. If you do not have personal Internet access, and you are not able to obtain temporary Internet access for on hour per month, complete the registration process and contact your LoSEC. Other options are available for your continued training.**

Select the primary location where you work, volunteer or worship. You will be able to add additional locations later if you serve at multiple locations with your diocese. Click "**Continue**" to proceed.

Your current list of locations is displayed. If you need to add an additional location, chose **YES**. Otherwise, choose **NO**.

Select the roles that you serve within your diocese. Please check the roles that apply. Additionally, if you have a title within your diocese, enter it in the box. I.e. Teacher, DRE, Catechist, etc. Click "**Continue**" to proceed.

Answer the three YES/NO questions and then click "**Continue**" to proceed.

If you have already attended a Protecting God's Children Session, click **YES**, otherwise click **NO**.

If you chose **NO**, during the previous step you will be presented with a list of all upcoming sessions within your diocese. When you find the session you would like to attend, click the circle next to the title.

**OR**

If you chose **YES**, you will be presented with a list of sessions that have already been held within your diocese. Choose the session you attended by clicking the downward arrow and highlighting the session, and then "**Complete Registration**".

You will see a message on your screen confirming that you have completed the registration process. If you correctly entered your email address during the process, you will receive an email confirming your information. Additionally, your VIRTUS Coordinator may contact you via email with information regarding your continuing training status if you are required to participate.

*If you have additional questions about the registration process, please contact your LoSEC, VIRTUS Coordinator (Deb Knaus at 920-272-8198) or the VIRTUS Help Desk at 1-888-847-8870.*

