

Registration Instructions Diocese of Green Bay

Before completing **Protecting God’s Children** training online, all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17045

Or, please register by going to www.virtus.org and click on ‘First Time Registrant’.



Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, and Phone Number.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at 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.

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese – i.e. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click **Continue** to proceed.

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Your selected location(s) are displayed on the screen.
 Select **YES**, if you need to add secondary/additional locations.
 (Follow instructions in previous step to select additional locations.)
 Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

All Saints Parish (Denmark)
 • Volunteer ✓

Are you associated with any other locations?

Yes No

Please answer the questions presented.
 Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?
 Yes
 No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?
 Yes
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?
 Yes
 No

Continue

If you have **not** attended a **VIRTUS Protecting God's Children** session, choose **NO**.
 Otherwise, choose **YES** and the system will present a list of past **classroom sessions** to select from and please choose the session you previously attended.

Have you already attended a VIRTUS Protecting God's Children Session?

YES NO

If you chose **NO** during the previous step, please **select** a **classroom session** or online **Protecting God's Children** training session.
 Click **Continue** to proceed.

Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

Protecting God's Children for Adults

Where: Diocese of Green Bay - Chancery Office, St Francis Xavier Rm (Green Bay/Allouez)
 1825 Riverside Dr
When: Tuesday, April 21, 2020
 6:00 PM
Estimated length of session: 3 hrs 30 min
Spaces remaining: 45 of 50
Language: This session will be conducted in English
Notes: Session held in the Chancery Building 1825 Riverside Drive Green Bay 54301
Contact: Deb Knaus (920-272-8198)

Protecting God's Children for Adults

Where: Diocese of Green Bay - Chancery Office, St Francis Xavier Rm (Green Bay/Allouez)
 1825 Riverside Dr
When: Tuesday, May 19, 2020
 6:00 PM

If you chose online training, please click on the **green circle** to begin the **Online Training**
 Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Courses

To begin your online training, please click the title of your assigned training:

Protecting God's Children® Online Awareness Session 3.0
 Assigned: 03/30/2020
 Due: 04/13/2020

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. **Thank you!**

