

Post-Training Registration Instructions

How do you record your attendance of a training session and	
register for continued online training?	

- 1. Go to www.virtus.org or your diocese's website and click the VIRTUS *Online* link.
- 2. Click the yellow link labeled "Registration."



↓ • • → • ◎ 2 △ ◎ 1 ◎ ■ ◎ ₽- 3 ◎ • ■ ●

Choose the name of your organization from the pull-down menu	
by clicking the downward arrow and shading your organization by	
holding down your mouse button.	

4. Once your organization is selected, click "Select."

3.

THE NATIONAL CATHOLIC RISK RETEN	novanene. Omline [*]
User ID: Password: Forget your Passvord? Login	Please select your Archdiocese/Diocese/Religious Organization from the list below: -Select your organization
Registration Help	
Cod's Children Program This Week's Content: -Featured Article -Newsletters -Other News and Links -Reporting Child Abuse -Understanding the Risks of 15-Passenger Vans	
· Next Week	
The VIRTUS Programs: -What is VIRTUS? -VIRTUS Online ** -Protecting Children -Programs & Services -Our Programs Support Charter & Norms	
 Model Policies: Pastoral Conduct Volunteer Conduct 	

· → · ② 2 Δ 0, E 3 4.	
NATIONAL CATHOLIC RISK RETENTION GROUP	NC.
IKI USOnl	We"
ser ID:	_
sword:	STOP If you already have a user id and password, enter them in the
	boxes in the upper left-hand corner of the screen.
orgot your Password?	
Login	REGISTRATION
istration	
lp	I would like to attend a Protecting God's Children session
eview the Protecting	
d's Children Program	I have attended a Protecting God's Children session
Week's Content:	
ured Article	
r News and Links	
erstanding the Risks	
Passenger Vans	
Week	
RTUS Programs:	
s VIRTUS?	
acting Children	
ams & Services rograms Support	
er & Norms	
Policies:	
ral Conduct	

5. Choose the second option, labeled, "I have attended a Protecting God's Children session," by clicking on the green arrow.



Post-Training Registration Instructions

- 6. Provide a user name and a password you can easily remember. This is needed if you are selected for continued training.
- 7. Select the location where you work or volunteer, not necessarily where you attend services (if different).
- 8. Select the department that you work for in your role as an employee or volunteer (if any).
- 9. Select your classification (clergy, employee, or volunteer, for example).
- 10. Other required fields include name and phone number.
- 11. Enter your email address it is required.
 - If you do not have an email address, consider obtaining a free email account at www.yahoomail.com, or any other free service or consider sharing an email account with someone else.
 - If you have neither Internet access nor an email address, your VIRTUS Programs Coordinator will contact you. Other
 options may be available.
 - If you do not have an email address enter: noaddress@virtus.org. This will notify your VIRTUS Coordinator that you
 do not have an email address.
- 12. You will see a drop-down menu of training sessions. If the session you attended is present, **choose it from the list**.

If the session you attended is not present, select: "THE SESSION I ATTENDED IS NOT LISTED."

- 13. Finish filling out the form and click "Submit" at the bottom of the screen.
- 14. <u>IF</u> the session you attended was not listed, you will see a new screen that looks like the image to the right. Fill in as much information as possible about the session you attended. Then, click the "Submit Registration" button. You will receive a confirmation message on screen indicating that your registration was successful.

Once your registration is confirmed, you will receive an email message confirming that your training session has been registered successfully.

- If selected, you will also receive notice of continued web-based training accessed using the user name and password you provided.
- Additional instructions will be provided by email informing you how to access your online training. For most organizations, this training is mandatory.

PLEASE NOTE:

Your VIRTUS Coordinator must approve your registration and confirm your attendance of the training session. You will receive the email confirmation after the approval process is complete. **In some cases, this may take several days, or even a few weeks.** For further assistance, please call the VIRTUS® Help Desk at 888-847-8870.

VIII 000	WWWW	
s	tep 1: Fill out ti	he registration form
User ID:		VIBTLIS Online Administration
assword:	Enter the user id	and password that you would like to have if selected for additional online training:
Forget your Password?	Choose a User ID:	Your user id is case sensitive. We recommend that you use all lower case letters and avoid * apaces and punctuation. Email addresses are ck. Your user id must be at least 4 characterr long.
Login	Choose a Password:	Your password must be at least 4 characters long.
egistration teln	Enter your inform	ation:
- 14-	Organization:	VIRTUS Online Administration
view the Protecting d's Children Program	Your Location: Not the training location	-Please select-
s Week's Content: atured Article	Department:	- Please select -
ewsletters ther News and Links	Salutation:	- Please select -
eporting Child Abuse	First Name:	*
15-Passenger Vans	Last Name:	A
xt Week	Classification:	- Please select-
e VIRTUS Programs: hat is VIRTUS?	Title: (or type of ministry)	×
RTUS Online™ otecting Children	Supervisor:	
ograms & Services r Programs Support	Email:	· · · · · · · · · · · · · · · · · · ·
erter & Norms		It you do not provide an email address you will not receive confirmation via email and you will have to contact your VIRTUS Coordinator to determine when your account has been activated if you are selected for additional online training.
lel Policies: storal Conduct	Phone:	*



Please enter the c	ourse, date and location for the live training session you attended in th	e boxes below:
Training Course	- Please select -	
Training Location	- Please select -	
Training Date (mm/dd/yyyy)	-Month Day Year III	
Submit treinin	g information	

From: System Attendant To: John Dae
CC: Subject: Your VIRTUS Online account has been created!
Your VIRTUS Online account has been created.
Your username is: johnpdoe Your password is: johndoe942
You may login to your account by visiting <u>http://www.agosnet.com</u>
If you have any questions, please contact your system administrator.