

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."



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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 Preview the Protecting	
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 	

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



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- 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.

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	ton di Fill out t	he registration form
User ID:	tep 1. Fill out t	addited = models representation
assword:	Enter the user id	VIRTUS Online Administration and password that you would like to have if selected for additional online training:
Forgot your Password?	Choose a User ID:	Your user id is carse sensitive. We recommend that you use all lower care letters and avoid represented punctuation. Email addresses are sk. Your user id most be at least 4 characters Iong.
Login	Choose a Password:	Your password must be at least 4 characters long.
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oib	Organization:	VIRTUS Online Administration
eview the Protecting od's Children Program	Your Location: Not the training location	-Please select-
is Week's Content:	Department:	- Please select -
ewsletters ther News and Links	Salutation:	- Please select-
porting Child Abuse derstanding the Risks	First Name:	*
15-Passenger Vans	Last Name:	×
kt Week	Classification:	- Please select-
VIRTUS Programs: hat is VIRTUS?	Title: (or type of ministry)	×
RTUS Online™ stecting Children	Supervisor:	
ograms & Services r Programs Support	Email:	*
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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.