VIRTUS Online[™] Registration



How do you record your attendance of today's training session and register for continued training online?

- 1. Go to www.virtus.org or your website address and click the VIRTUS *Online* link.
- 2. Click the yellow link labeled "Registration," choose the second option, and click "Continue."
- 3. Enter the password "trust" in the subsequent registration box.
- 4. Click the "Enter" Button in the registration box.

Choose your organization.

- 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.
- 6. Once your organization is selected, click "Select."

Enter the username a online training:	nd password that you would like to have if selected for additional	
User Login:	*	
Password:	* (Password must be at least 4 characters long)	_
Enter your information	n:	
Organization:	National Catholic Risk Retention Group	
Your Location: Not the training location	- Please select - 💌	
Department:	- Please select - 🔽 🔫	
Salutation:	- Please select - 💌	
First Name:	*	
Last Name:	*	
Classification:	- Please select -	
Title:		
Supervisor:		
Email:	* -	
Phone:	*	
Ext:		
Fax:		
Home Phone:		
Cell Phone:		
Pager:		
Address:	*	

Enter your information.

- 7. Provide a user name and a password you can easily remember. This is needed if you are selected for continued training.
- 8. Select the location where you work or volunteer, not where you attend services (if different.)
- 9. Select the department that you are part of in your role as an employee or volunteer (if any).
- 10. Select your classification (employee, volunteer or clergy, for example).
- 11. Other required fields include name and phone.

12. Enter your email address—it is required.

- If you do not have an email address, consider obtaining a free email account at <u>www.hotmail.com</u> or any other free service, or sharing an email account with someone.
- 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 address enter: <u>noaddress@virtus.org</u>. This will notify your VIRTUS Coordinator that you do not have an email address.

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If you do not see your training session listed above, please enter the training date and location for the live training session you attended:

Training Course	Training Location	Training Date (mm/dd/yyyy)
Crisis Management Training	•	

In what year did you become a member of this archdiocese/diocese/religious organization?

Do you interact with, work with or come into contact with minors of this archdiocese/folicese/feligious organization? C Yes | C No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocesel/diocesel/eligious organization in any capacity? C Yes | C No

Has this archdiocese/diocese/religious organization ever performed a background check on you for any reason? C Yes | C No

If yes, please list the year a background check was last performed by this archdiocese/diocese/religious organization: $\ensuremath{\overline{\rm N/A}}$

Submit

VIRTUS Online*		Help My Account Logout	
ty Toolbox My Tra My Training	ining My Library My Resources My Discase Administration	System Admin VIRTUS Online**	
Training Bulletine	Protecting God's Children for Adults	Outob Search	
-Protecting Gods Children für Adults -Protecting Gods Children für Theimen - Beck Handgement Produken	Preventing Child Abuse Requires Nore Than a Slogan Note in your heads before you at "Don't pipy with mediates", and "Don't are with resume in your heart's and aday yoes supple in the hower or at school. Even the weldpace preventes subgroups making hobbyt most if the new terster than the slogans we have as childen. Converse verifyies allogans include hings like "Slage" and "These slage", and Slages in south are in Yood bigstors are using it has slaged, "and Slages in south are in Yood bigstors are using the slagest and the slagest share the slagest set have as a states.	Search Bow	
Desizes Training Courses		By: Jack McCalmon, Eng.	
Lies Training Courses	entre safety message and sometimes even send the womp message. Take for example the rule "Look both ways before crossing a street." This is an important safety to, no doubt, but crossing a street is more complicated than merely looking both ways. Crossing a street is an enclosed cube acts is the different thin crossing a vortexted and an		

Enter your training information.

- 13. Choose the training class that you attended from the pull down menu. You must enter this information to receive credit for attending.
 - If your completed training does not appear in the list, you can manually enter the location and date.
 - If you are unsure of the training details, ask your trainer for the name of the training course, location, and date.
- 14. Complete the remaining questions.
- 15. Once you have completed the form, click "Submit."

You will receive notification that you have successfully registered.

- Once your enrollment 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 to be accessed using the user name and password you provided. Instructions will be provided via email explaining how to access your training. For most organizations, this training is mandatory.

Continued training and certification on VIRTUS Online.

- Explores further the training points you learned today.
- A training bulletin takes between 10 and 15 minutes to complete.
- You will receive one or two bulletins per month.