

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.

5. 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 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 www.hotmail.com 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: noaddress@virtus.org. This will notify your VIRTUS Coordinator that you do not have an email address.

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[- Please select -]

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?

(yyy)

Do you interact with, work with or come into contact with minors 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

Has this archdiocese/diocese/religious organization ever performed a background check on you for any reason?

Yes | No

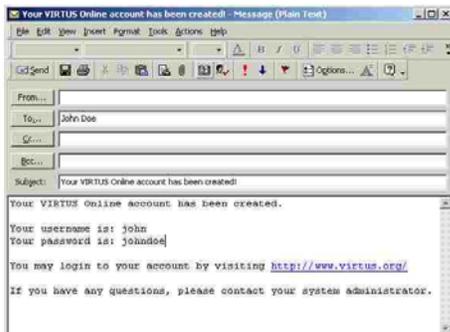
If yes, please list the year a background check was last performed by this archdiocese/diocese/religious organization:

N/A

Submit

Enter your training information.

- 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.
- Complete the remaining questions.
- 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.