

## **Registration Instructions**

<ul> <li>Before attending a <u>live</u> session of Protecting God's Children <ul> <li>Or – before completing the <u>Online</u> version of Protecting God's</li> <li>Children training, all participants <u>must</u> first register with VIRTUS Online.</li> </ul> </li> <li>Go to <u>http://www.virtusonline.org</u></li> <li>On the left side of the screen, click the yellow link labeled Registration, to begin registration.</li> </ul>	
To proceed, click on <b>Begin the registration process.</b>	THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
Choose the name of your organization (Wheeling-Charleston (WV), <b>Diocese</b> ) from the pull-down menu by clicking the downward arrow and highlighting your organization. Once your organization is selected, click <b>Select</b> .	Please select your Archdiocese/Diocese/Religious Organization from the list below:         - Select your organization>
<b>Create</b> a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account within your Diocese and the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names. Click <b>Continue</b> to proceed.	Please create a user id and password that you will use to access your account Common names like Mary and John are not good choices as they are most likely already in use. Common Develations like Spatial and in mores' are also likely to already be in use. We suggest using your full name (without space) or email address as they are more likely to be unique. Create a User ID: Create a Password: Continue Your user id is case sensitive. We recommend that you use all lower case latters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 4 characters long.
<ul> <li>Provide the information requested on the following page. Several fields are required, such as name, address, phone number and e-mail address. Click Continue to proceed.</li> <li>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. This will signify to your VIRTUS Coordinator that you do not have an email address.</li> </ul>	DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST Please provide the information requested below Salutation - Please select - • • First Name: Middle Name: Last Name: E-mail: E-mail: E-mail: E-mail: E-mail: E-mail: First Name: E-mail: First Name: First Name: E-mail: First Name: First Name: First Name: E-mail: First Name: First Name:
Select the PRIMARY location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization. Click <b>Continue</b> to proceed.	Please select the primary location where you work, volunteer or worship Location: - Please select - Continue If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.
Your current list of locations is displayed. If you need to add an additional location, choose <b>YES</b> . Otherwise, choose <b>NO</b> .	This is the list of locations with which you are associated: St. James Parish (Charles Town) Do you work, volunteer or worship in another location?

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Select the role(s) that you serve within your organization. Please check <u>all</u> roles that apply.	Please select the roles that you play within your diocese Please check all that apply.  Employee (Parish/Parochial)  Employee (Diocesan/Eparchial)  Deacon
Additionally, please enter your title in the box provided (which best describes your role with the Diocese ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc).	Volunteer Candidate for ordination Parent If you have a title within your diocese, please enter it below. If you do not have a title, please briefly describe what you do for the diocese. Title or Diocesan function
Click <b>Continue</b> to proceed.	Continue
Answer three YES/NO questions. Click <b>Continue</b> to proceed.	Are you a parent or guardian of a child under 18? Yes No
If you have already attended a Protecting God's Children Session, choose <b>YES</b> . Otherwise choose <b>NO</b> .	Have you already attended a Protecting God's Children Session?
If you chose <b>NO</b> during the previous step, you will be presented with a list of upcoming sessions scheduled within the Diocese of Wheeling-Charleston. When you find the "live" session you would like to attend, click the circle next to the title for that date.	Protecting God's Children for Adults     Where: Charleston Catholic High School (Charleston)     1033 Virgima Street, East     When: Tucsday, August 23, 2011     600 PM     Estimated length of session 3 his     Spaces remaining: unimited     Language: This session will be conducted in English
If you wish to complete the <u>Online</u> version of the training <i>(rather than attend a live session)</i> , click the circle next to the title for the <b>Online</b> <b>Training</b> (found at the bottom of the session listing).	Wheekhair accessible:         Yes           Protecting God's Children for Adults (Online Training)         Protecting God's Children for Adults (Online Training)
(If you chose YES during the previous step, skip this step.)	Complete Registration
If you chose <b>YES</b> , you will be presented with a list of all sessions that have been held within your organization. Choose the session you attended by clicking the downward arrow and highlighting the session, and then click <b>Complete Registration</b> .	Please select the session you attended Please select Complete registration
A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration.	Thank you for completing the registration process. Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected. After you attend your session, your account request will be reviewed by your Coordinator.
If you registered to attend a "live" upcoming session at local parish or school, click on <b>Close Browser</b> to leave the website.	You will be notified via email when your VIRTUS Online account is activated.
If you selected <b>Online Training</b> , click on <u>Go to VIRTUS Online</u> to access the training.	Go to VIRTUS Online Close Browser
At the VIRTUS Home Page, enter the User ID & Password created during registration, click <b>Login</b> .	Online Training Courses
Click on the green circle to begin the Online Training.	Protecting God's Childrents Online Awareness Session, Version 2
Upon completion, the last screen will direct you to exit the training by closing the screen. The next screen reflects completion of the <b>Online Training</b> and allows you to print a certificate of completion (for your personal records, as well as for your parish and school).	Completion of Training Material Congratulations, you have now completed the Protecting God's Children Online Awareness Session. Please exit by closing this screen. Thank you for your ongoing commitment to protect children.
To print a certificate, click on the link labeled <b>print certificate</b> . On the next screen, click on <b>Open</b> . When certificate appears on the screen, click on the print icon. From the next screen, click on <b>OK</b> . Once printing is complete, close the Adobe Acrobat screen to return to your VIRTUS Online account.	You indicated that you attended / will attend the following session: Protecting God's Children for Adults Date: 02220211 10 35 AM Loadion. Online
If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870 or your Diocesan VIRTUS Coordinator.	*** ATTENDANCE CONFIRMED *** **** ACCOUNT AWAITING APPROVAL ***