

## **Registration Instructions Edgewood High School of the Sacred Heart**

Before completing Protecting God's Children training online, all participants must first register with VIRTUS Online. Please click on the VIRTUS link to access the VIRTUS Registration page:

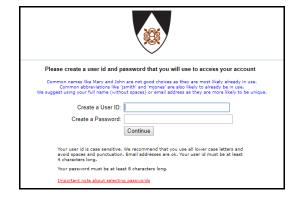
https://www.virtusonline.org/virtus/reg\_2.cfm?theme=0&org=37523

Or, please register by going to www.virtus.org and click on 'First Time Registrant'.



Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with 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 Continue to proceed.



**Provide** all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, and Phone Number..

(Note: Do not click the back button or your registration will be lost.)

Click Continue to proceed.

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.



**Select** the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click Continue to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)

Please select the primary location where you work, volunteer or worship. Do not select the location of your training session Primary 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 w

Your selected location(s) are displayed on the screen.

Select YES, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select NO.

This is the list of locations with which you are associated: Edgewood High School of the Sacred Heart (Madison) Do you work or volunteer in another location?



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Select the role(s) that you serve within your parish. Please check all Please select the roles that you play within your diocese roles that apply. Additionally, **enter** your title in the box provided that best describes Candidate for ordination Employee □ Deacon ■ Priest your role within the Diocese -- ie. Catechist, Coach, DRE, Educator Volunteer Eucharistic Minister, Math Teacher, Seminarian, etc. 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 Click Continue to proceed. Title or Diocesan function: Continue Please answer the questions presented. Are you a parent or guardian of a child under 18? Click Continue to proceed. Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization? Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity? O No Continue If you have not attended a VIRTUS Protecting God's Children instructor-led session, choose NO. Have you already attended a VIRTUS Protecting God's Children Session? Otherwise, choose YES. YES NO Click inside the circle to select the Online Training you wish Please select the session you wish to attend to complete. Protecting God's Children® Online Maltreatment Awareness Session 3.2 Protecting God's Children® Online Maltreatment Awareness Session 3.2 (Spanish) Complete Registration Click on the green circle to begin the Online Training Online Training Courses To begin your online training, please click the title of your assigned training: Upon completion, the last screen will allow you to print a certificate, and you will always have the ability to log back into your account Protecting God's Children® Online Maltreatment Awareness Session 3.2 and access the certificate. Assigned: 01/04/2018 Due: 01/18/2018 If you have additional questions about VIRTUS Online training, please A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. contact the VIRTUS Help Desk at 1-888-847-8870. Thank you!