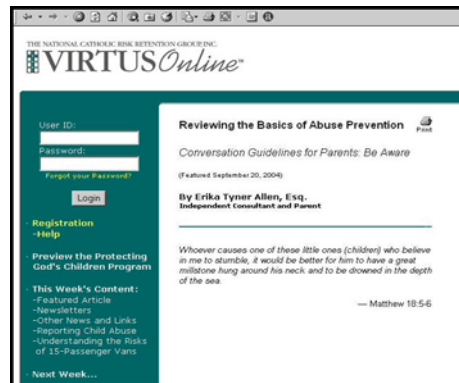


# Registration Instructions

**Before your first Protecting God's Children session, you will need to register with VIRTUS Online. This is required of all participants.**

Go to <http://www.virtusonline.org>

On the left-hand side of the page, click the yellow link labeled **Registration**.



Choose the name of your organization (**Rockford (IL), Diocese**) from the pull-down menu by clicking the downward arrow and highlighting your organization.

Once your organization is selected, click **Select**.

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

**Create** 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 **Continue** 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 abbreviations like 'smiths' and 'joneses' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters 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.

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.

- 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.**

**DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST**

Please provide the information requested below

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

\* One field in this group is required

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 **Continue** to proceed.

Please select the primary location where you work, volunteer or worship

Location:

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 **YES**. Otherwise, choose **NO**.

This is the list of locations with which you are associated:

Aquin Elementary School (Freeport)

Do you work, volunteer or worship in another location?

# Registration Instructions

Select the role(s) that you serve within your organization. Please check **all** roles that apply.

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).

Click **Continue** to proceed.

Answer three YES/NO questions. Click **Continue** to proceed.

If you have already attended a Protecting God's Children Session, choose **YES**. Otherwise choose **NO**.

If you chose **NO** during the previous step, you will be presented with a list of upcoming sessions scheduled within the Diocese of Rockford. When you find the "live" session you would like to attend, click the circle next to the title for that date.

If you wish to complete the **online** version of the training (*rather than attend a live session*), click the circle next to the title for the **Online Training** (found at the bottom of the session listing).

(If you chose YES during the previous step, skip this step.)

If you chose **YES**, 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 **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.

If you registered to attend a "live" upcoming session at local parish or school, click on **Close Browser** to leave the website.

If you selected **Online Training**, click on **Go to VIRTUS Online** to access the training.

At the VIRTUS Home Page, enter the User ID & Password created during registration, click **Login**.

Click on the **green circle** to begin the **Online Training**.

Upon completion, the last screen will direct you to exit the training by closing the screen. The next screen reflects completion of the **Online Training** and allows you to print a certificate of completion (for your personal records, as well as for your parish and school).

To print a certificate, click on the link labeled **print certificate**. On the next screen, click on **Open**. When certificate appears on the screen, click on the print icon. From the next screen, click on **OK**. Once printing is complete, close the Adobe Acrobat screen to return to your VIRTUS Online account.

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.