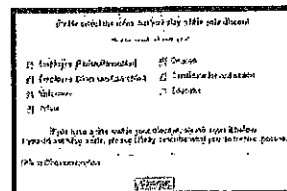Select the role(s) that you serve within your parish.
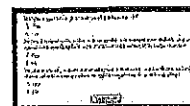Please check **all** roles that apply.

Additionally, please enter your title in the box provided (which best describes your role with the parish -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

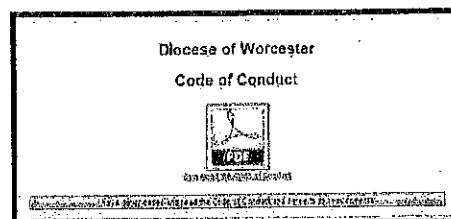
Answer three YES/NO questions.

Click **Continue** to proceed.

All registrants must read the **Code of Conduct.**

Download the **Code of Conduct** by clicking the **PDF** icon.
Once download and reading is complete, close the screen and return to the VIRTUS registration screen.
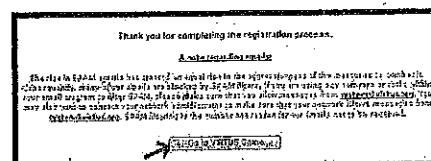
To proceed, click on:
I have downloaded and read the Code of Conduct and agree to its requirements

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Next, 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 and the assignment of your **Online Training.**

To access your **Online Training**, click on **Go to VIRTUS Online**

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

Upon 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.

VIRTUS Online™
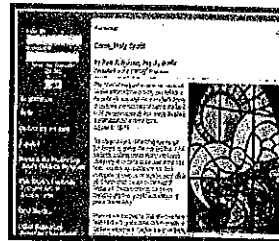
Registration Instructions

Before completing **Protecting God's Children** training online, all participants <u>must</u> first register with **VIRTUS Online.**

Go to http://www.virtusonline.org

On the left side of the screen, click the yellow link labeled **Registration,** to begin registration.

To proceed, click on **Begin the registration process.**

Choose **St. Mary's Parish In Shrewsbury (Worcester)** from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once **St. Mary's Parish** is highlighted, click **Select.**

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 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.*

Please select **St. Mary's Parish (Shrewsbury)** as the PRIMARY location where you work, volunteer or worship.

Click **Continue** to proceed.

Your current location of **St. Mary's Parish (Shrewsbury)** should be displayed on the screen.

Click <u>NO</u> to proceed.

This information last revised March 2012