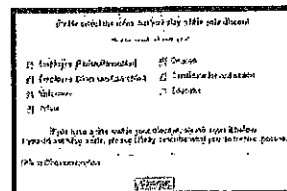


## Registration Instructions

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

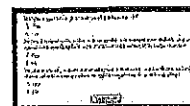
Additionally, please enter your title in the box provided (which best describes your role with the parish -- i.e. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc).

Click **Continue** to proceed.



Answer three YES/NO questions.

Click **Continue** to proceed.

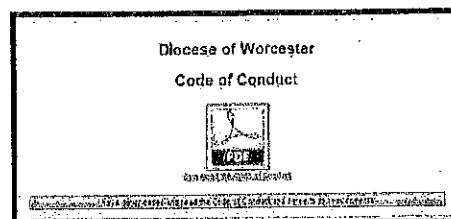


All registrants must read the **Code of Conduct**.

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.

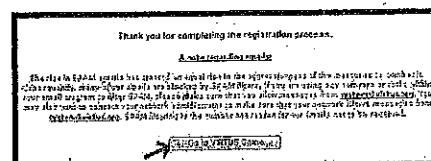
To proceed, click on:

**I have downloaded and read the Code of Conduct and agree to its requirements**



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**

### Online Training Courses

 **Protecting God's Children® Online Awareness Session 2.0**

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.

#### 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.

You indicated that you attended / will attend the following session:

Protecting God's Children for Adults  
Date: 10/27/2012 5:11 PM  
Location: Online

\*\*\* ATTENDANCE CONFIRMED \*\*\*

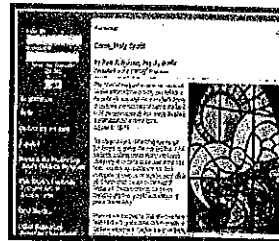
Print Certificate

## Registration Instructions

Before completing **Protecting God's Children** training online, all participants **must** 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**.

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

St. Mary's Parish In Shrewsbury (Worcester) [Select]

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

St. Mary's Parish In Shrewsbury (Worcester) [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.

Please create a user ID and password that you will use to access your account.

Common names like Mary and John cannot be used since they are immediately shared in use. Common abbreviations like "Sister" and "Father" are also likely to already be in use. We suggest using your full name (including letters) or email address as they are less likely to be shared.

Create a User ID:

Create a Password:

Your password (aka identifier) is something that you use all over your life. It is important that you choose a password that is not too easy to guess. 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](http://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](mailto:noaddress@virtus.org).

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

Please provide the information requested below:

Location:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Line 2:

City:

State:

Zip:

Daytime Phone:

Ext:

Evening Phone:

Required fields are indicated by an asterisk (\*)

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

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

Click **NO** to proceed.

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

St. Mary's Parish (Shrewsbury)

Do you work, volunteer or worship in another location?