## **HOW TO REGISTER FOR A VIRTUS SESSION:**

1. Go to <a href="www.virtusonline.org">www.virtusonline.org</a>, and click on "First time registrant".

A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



2. Click on "begin the registration process".



3. Scroll down and select Richmond, VA (Diocese)



4. You'll be able to view a list of sessions that are available for you to choose from. Some are in person, some are online webinars. When you're ready, "start registration"



- 5. Follow the online prompts. Volunteer background screenings are completed via the VIRTUS system. After registering for a VIRTUS *Protecting God's Children for Adults* training session, volunteers will be prompted to complete a background screening application in ScreeningOne. During the registration process new registrants are required to acknowledge the *Diocesan Code of Conduct* and *Diocesan Safe Environment Regulations*.
- 6. Background checks are renewed through the VIRTUS system every 5 years.
- 7. New sessions are added all the time, so if you don't see a date that works for you, please check back often!
- 8. Contact Kathy Boyer at 540-344-9814 ext. 124 with questions about VIRTUS or the registration process.