

# Registration Instructions

**Before** or after attending a **live** session of **Protecting God's Children** (but not both), all participants **must** 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.



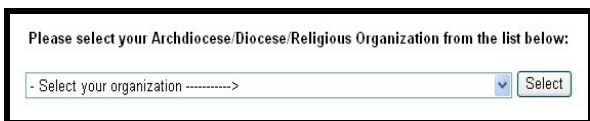
To proceed, click on **Begin the registration process**.

(If you do not know which session you wish to attend, select **View a list of sessions**.)



**Choose** the name of your organization: **(Cincinnati (OH), Archdiocese)** from the pull-down menu, by clicking the downward arrow and highlighting your organization.

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



**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.

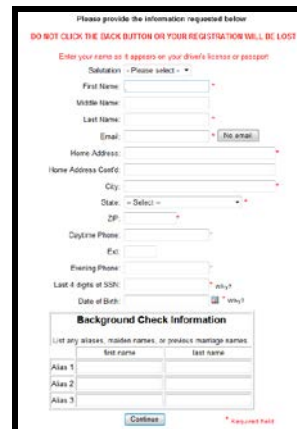
Click **Continue** to proceed.



**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, Phone Number, Last 4 digits of SSN, Date of Birth – and any Aliases, Maiden Names or previous Marriage Names.

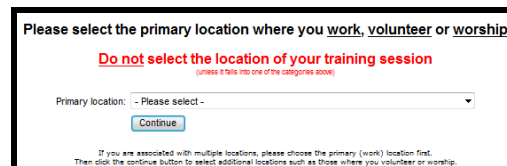
Click **Continue** to proceed.

*\*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.

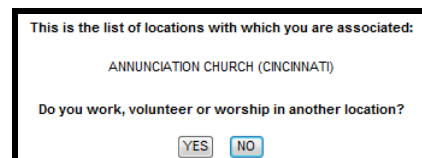
Click **Continue** to proceed.  
(Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)



**Your** selected locations 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**.



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Select the role(s) that you serve within your diocese and/or parish. (Use the descriptions supplied for each role, to help determine the appropriate role(s) to select.)

Please check **all** roles that apply.

Additionally, please enter your title in the box provided (which best describes your role(s) -- i.e. Business Manager, CCD/PSR volunteer, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

Answer three YES/NO questions.

Click **Continue** to proceed.

All registrants must read the **Child Protection Decree**.

Download the **Child Protection Decree**, 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 Child Protection Decree and agree to its requirements**

If you have **not** attended a **VIRTUS** Protecting God's Children Session, choose **NO**.

Otherwise choose **YES**.

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** Protecting God's Children sessions scheduled for the **Archdiocese of Cincinnati**.

When you find the "live" session you wish to attend, click the circle next to the title for that date. Click **OK** to complete your registration.

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

If you chose **YES**, you will be presented with a list of all **VIRTUS** sessions that have been held in the Archdiocese of Cincinnati (starting June 2012).

Choose the session you attended by clicking the downward arrow and highlighting the session -- 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 have additional questions about the registration process, please contact the VIRTUS Help Desk at 1-888-847-8870.