

Virtus Registration for “Protecting God’s Children Seminar” Instructions

1. Go to www.virtusonline.org
2. Click on “Registration” (will be on the left side of the screen)
3. Click on “Begin the Registration Process”
4. Screen will show “Please select your Archdiocese/Diocese/Religious Organization from list below”: Click on arrow and scroll down until you see “Arlington, VA (Diocese)”
5. Click on “Select” button
6. New Screen will show “Create a User ID” They suggest using your full name without spaces, or using your e-mail address (i.e., johnsmith or johnsmith123 etc.). Next, enter your password in the “Create a password” box. Your password should be at least 4 characters long (i.e., 1234). *Careful!!* Your password and User ID are **case sensitive**, *so to be on the safe side, enter the information using lower case letters only.*
7. New screen will ask you to enter your personal information, such as address, e-mail, phone number. Enter personal information, then press “Continue”
8. Screen will show “Please select the primary location where you work, volunteer, or worship” (i.e. Our Lady of Hope)
9. New screen will ask if you work, volunteer, or worship in another location. If you click on “No” Registration Process will continue. Clicking on “Yes” will take you back to previous screen where you will be able to choose other parishes/organizations/schools where you volunteer and/or participate. When finished click “No.”
10. Screen will ask you to “Enter Title/Function” (i.e. Catechist; Scouts Leader etc.)
11. Screen will show, “Please select any **additional** roles you play within your diocese” check all that apply, then click “Continue”
12. Screen will show several “Yes” or “No” questions. Please click on correct answer and continue.
13. Screen will show “Have you already attended Protecting God’s Children Session?” Click on “Yes” or “No.” If you clicked “Yes” follow instructions on the screen. If you clicked “No,” a new screen will come up showing all of the upcoming “Protecting God’s Children” sessions. Select the session you wish to attend.
14. Click on “Complete Registration” and follow the on-screen instructions.