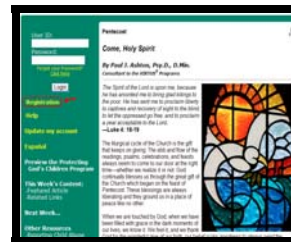


# Registration Instructions

Before attending a **live** session of **Protecting God's Children – Or –** before completing the **Online** version of **Protecting God's Children** training, 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 the name of your organization (**Des Moines (IA), Diocese**) from the pull-down menu by clicking the downward arrow and highlighting your organization.

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

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

- Select your organization ----->

**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.

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

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jarnith' and 'm'jones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

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, 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. This will signify to your VIRTUS Coordinator that you do not have an email address.**

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

Please provide the information requested below

Salutation: - Please select -

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State: - Select -

ZIP:

Daytime Phone:

Ext:

Evening Phone:

\* Required field

\* One field in this group is required

Select the **PRIMARY** location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization.

Click **Continue** to proceed.

Please select the primary location where you work, volunteer or worship

Location: - Please select -

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 list of locations is displayed. If you need to add an additional location, choose **YES**. Otherwise, choose **NO**.

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

St. James Parish (Charles Town)

**Do you work, volunteer or worship in another location?**

# Registration Instructions

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

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

Click **Continue** to proceed.

Please select the roles that you play within your diocese  
Please check all that apply.

Employee (Parish/Parochial)  Priest  
 Employee (Diocesan/Eparchial)  Deacon  
 Volunteer  Candidate for ordination  
 Parent  Educator

If you have a title within your diocese, please enter it below.  
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

Answer three YES/NO questions.  
Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?  
 Yes  
 No

If you have already attended a Protecting God's Children Session, choose **YES**.  
Otherwise choose **NO**.

Have you already attended a Protecting God's Children Session?

If you chose **NO** during the previous step, you will be presented with a list of upcoming "live" sessions scheduled within the **Diocese of Des Moines (IA)**. When you find the "live" session you would like to attend, click in the circle next to the title for that date.

If you wish to complete the **Online** version of the training (*rather than attend a live session*), click in the circle next to the title for the **Online Training** (found at the bottom of the session listing).

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

Protecting God's Children for Adults

Where: Charleston Catholic High School (Charleston)  
1033 Virginia Street, East

When: Tuesday, August 23, 2011  
6:00 PM

Estimated length of session: 3 hrs  
Spaces remaining: unlimited  
Language: This session will be conducted in English  
Wheelchair accessible: Yes

Protecting God's Children for Adults (Online Training)  
 Protecting God's Children for Adults (Online Training in Spanish)

If you chose **YES**, you will be presented with a list of all sessions that have been held within your organization. Choose the session you attended by clicking the downward arrow to highlight the session, and then click **Complete Registration**.

Please select the session you attended

-- Please select --

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 registered to attend a "live" upcoming session at local parish or school, click on **Close Browser** to leave the website.

If you selected **Online Training**, click on **Go to VIRTUS Online** to access the training.

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.

At the VIRTUS Home Page, enter the User ID & Password created during registration, click **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 or your Diocesan VIRTUS Coordinator.

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: 03/23/2011 10:35 AM  
Location: Online

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

\*\*\* ACCOUNT AWAITING APPROVAL \*\*\* [Print certificate](#)