Registration Instructions Archdiocese of Miami

Before completing **Protecting God's Children** training online, all participants <u>must</u> first register with **VIRTUS Online. Please** click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=15907

Or, please register by going to www.virtus.org and click on 'First Time Registrant'.

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 usernames.

Please note: In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option. This is a <u>temporary</u> precaution, and we will still offer the live training sessions available as an option.





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, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

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.

Please provide the Information requested below

CO NOT CLICK THE BACK BUTTON ON YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

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Select the <u>PRIMARY</u> 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).)

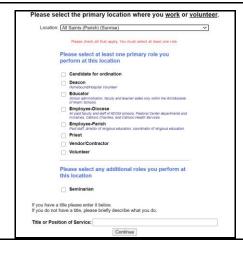


Your selected location(s) are displayed on the screen.

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

Additionally, enter your title in the box that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click Continue to proceed.





Registration Instructions Archdiocese of Miami

To Select any additional locations and roles, please select Yes.	You have chosen following locations and roles:
Please select No if finished.	All Saints (Parish) (Sunrise)
	• Volunteer ✓
	Are you associated with any other locations?
	Yes No
Please answer the three questions.	Are you a parent or guardian of a child under 18? Yes
Please click on Continue .	○ No
Trease diok on Continue.	Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization? Yes No
	Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity? O Yes No
	Continue
Please acknowledge the decument precented	
Please acknowledge the document presented.	Archdiocese of Miami, FL
To proceed, please Confirm by clicking on: "I hereby represent that I have downloaded, read, and understand this document" and enter	Employee Pledge to Promote Safe Environment
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	Please provide an electronic signature to confirm you have received the document above.
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	Archdiocese of Miami, FL
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	Full Name (first, middle and last)*: [John D. Smith)
	Today's Date*: (mm/dd/yyyy) Continue



Registration Instructions Archdiocese of Miami

If you chose <u>NO</u> during the previous step, you will be presented with a list of upcoming **VIRTUS** *Protecting God's Children* <u>classroom</u> or <u>online</u> sessions scheduled for the **Archdiocese of Miami**.

(If you chose <u>YES</u> during the previous step, you will be presented with a list of all classroom sessions. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration.)**

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

YES NO

Please select the session and then click Continue.



If you chose online, please click on the **green circle** to begin the **Protecting God's Children Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you always can log back into your account and access the certificate.

Online Training Courses

To begin your online training, please click the title of your assigned training:



If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870 or helpdesk@virtus.org.

Thank you for registering!

