

## Post-Training Registration Instructions

Before or after your first Protecting God's Children session (but not both), you will need to register with the VIRTUS Program. Following are the steps for registering online.

1. Go to <http://www.virtusonline.org>
2. On the left-hand side of the page, click the yellow link labeled "Registration."
3. Choose the name of your organization from the pull-down menu by clicking the arrow and highlighting your organization.

Note: If you attended your VIRTUS "Protecting God's Children" Training Session in a region other than the one where you work or volunteer be sure to **scroll down and highlight the region where you took your training.**

Los Angeles - San Fernando Region (Archdiocese)  
 Los Angeles - San Gabriel Region (Archdiocese)  
 Los Angeles - San Pedro Region (Archdiocese) ← *St. Barnabas*  
 Los Angeles - Santa Barbara Region (Archdiocese)  
 Los Angeles - Our Lady of the Angels Region (Archdiocese)

If you do not know the region your session was held in, you will find it designated below the name of the parish or school listed on the virtus certificate you received at the end of your session.

4. 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 recommend the use of email addresses as user names. Click Continue to proceed.
5. 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.
6. 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.  
  
 Note: If you attended your VIRTUS Session in another region your Primary location will not appear. Just continue with the registration.
7. Your current list of locations is displayed. If you need to add an additional location, choose YES. Otherwise, choose NO.
8. Select the role(s) that you serve within your organization. Please check all roles that apply. Additionally, if you have a title within your diocese, enter it in the box, i.e., Teacher, DRE, Catechist, etc. Click Continue to proceed.

Continued on the following page

9. Answer three YES/NO questions and then click Continue.
  
10. If you have already attended a Protecting God's Children Session, click YES, otherwise click NO.
  
11. If you chose NO during the previous step, you will be presented with a list of all upcoming sessions within your organization. When you find the session you would like to attend, click the circle next to the title.  
  
If you chose YES during the previous step, skip this step.
  
12. 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 and highlighting the session, and then click Complete Registration.
  
13. You will see a message on your screen confirming that you have completed the registration process. If you correctly entered your email address during the process, you will receive an email confirming your information. Additionally, your Virtus Coordinator may contact you via e-mail with information regarding your continuing training status.

Note: If you registered in another region please call the VIRTUS<sup>®</sup> Help Desk at 1-888-847-8870 and ask them to move your account to the correct region and "location" where you work or volunteer so step 6 and 7 can be completed.