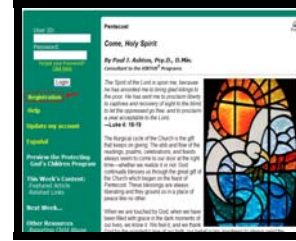


# Registration Instructions

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.

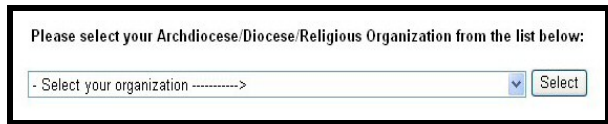


To proceed, click on **Begin the registration process**.



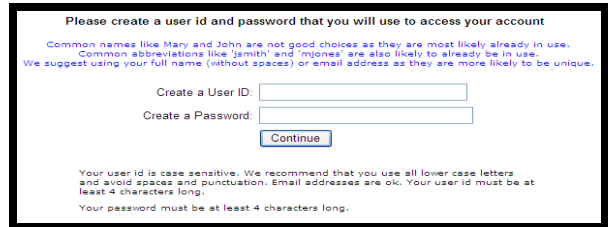
Choose the name of your organization (**Wheeling-Charleston (WV), Diocese**) from the pull-down menu by clicking the downward arrow and highlighting your organization.

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.



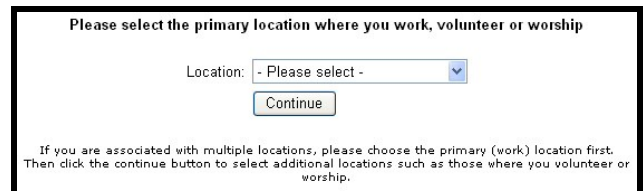
Provide the information requested on the following page. Several fields are required, such as name, address, phone number and e-mail address. Click **Continue** to proceed.

- 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.**

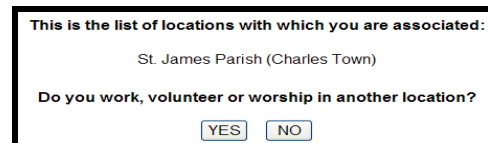


Select the **PRIMARY** location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization.

Click **Continue** to proceed.



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



# 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.

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

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

If you chose **NO** during the previous step, you will be presented with a list of upcoming sessions scheduled within the Diocese of Wheeling-Charleston. When you find the "live" session you would like to attend, click 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 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.)

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**.

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.

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**.

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.