

Before completing **Protecting God's Children** training online, all participants **must** 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=17162

Or, please go to www.virtus.org and click on First Time Registrant and select Rockford from the drop down list.



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 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 'jsmith' and 'mjones' 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 8 characters long.

[Important note about selecting passwords](#)

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, and Phone Number.

(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

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

Salutation:

First Name:

Full Middle Name:

Last Name:

Email:

Home Address:

Home Address Conf:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Select the **PRIMARY** 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).

Please select the primary location where you **work** or **volunteer**.

Do not select the location of your training session
(unless it falls into one of the categories above)

Primary location:

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.

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

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

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

Annunciation of the Blessed Virgin Mary Church (Aurora)

Do you work or volunteer in another location?

Registration Instructions Diocese of Rockford

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

Additionally, **enter** your title in the box provided that best describes your role within 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. You must select at least one role.

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

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.

Title or Position of Service:

Please answer the questions presented.

Click **Continue** to proceed.

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

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?
 Yes
 No

Please answer the question, 'Have you already attended a VIRTUS Protecting God's Children Session?'

Click **Yes or No** to proceed.

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

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children instructor-led** sessions scheduled or **online** training for the **Diocese of Rockford**.

When you find the session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all **instructor-led VIRTUS** sessions conducted in the **Diocese of Rockford**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

Please select the session you wish to attend

Protecting God's Children for Adults
 Where: St. Patrick Church (McHenry)
 When: Saturday, June 15, 2019
 5:00 PM
 Estimated length of session: 2 hrs 30 min
 Spaces remaining: unlimited
 Language: This session will be conducted in English
 Notes: Session will be held in the Ministry Building. Enter through parking lot doors. No late arrivals or children will be admitted.
 Wheelchair accessible: Yes

Protecting God's Children for Adults (Online Training)

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

If you chose **online training**, please click on the **green circle** to begin the **Online Training**

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

After you attend an instructor-led session or complete the online training, you will soon receive an email of approval.

Online Training Courses

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

Protecting God's Children® Online Awareness Session 3.0
 Assigned: 05/13/2019
 Due: 05/27/2019

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. **Thank you!**

