

Registration Instructions

Before attending a **live** session of **Protecting God's Children** all participants **must** 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**.

(If you do not know which session you wish to attend, select **View a list of sessions**.)



Choose the name of your organization:

(Cincinnati (OH), Archdiocese) 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 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 4 characters long.

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, Last 4 digits of SSN, Date of Birth – and any Aliases, Maiden Names or previous Marriage Names.

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 CHECK BUTTON ON YOUR REGISTRATION WILL BE LOST

Enter your name or address or your diocese location or parish:
 Salutation - Please select -
 First Name:
 Middle Name:
 Last Name:
 Email:
 Home Address:
 Home Address Cont:
 City:
 State: - Select -
 ZIP:
 Daytime Phone:
 Fax:
 Evening Phone:
 Last 4 digits of SSN: Why?
 Date of Birth: Why?

Background Check Information
List any aliases, maiden names, or previous marriage names
 Alias 1:
 Alias 2:
 Alias 3:
 Remember

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).) **Example: add Catholic Central or other Springfield Parishes.**

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

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

Primary 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 selected locations 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 CHURCH (CINCINNATI)

Do you work, volunteer or worship in another location?

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Select the role(s) that you serve within your diocese and/or parish. (Use the descriptions supplied for each role, to help determine the appropriate role(s) to select.)

Please check **all** roles that apply.

Additionally, please enter your title in the box provided (which best describes your role(s) -- i.e. Business Manager, CCD/PSR volunteer, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

Please select the role(s) that you play within your diocese. *Please check all that apply.*

- Employee (Parish/Pastoral)**
Anyone who is employed by the parish, school or institution and is NOT certified by the Ohio Department of Education. For example: Catholic staff, maintenance/ janitorial staff, Administrative staff, Past educators, Business Managers, Past DRE / CRE, Past CCD / PSR teachers
- Employee (Diocesan/Eparchial)**
This is for employees of the Area Office(s) of Episcopal (diocese only), Chancery, Canon and Diocese offices. Episcopal refers to a diocese of the Eastern Christian Church, of which there are no locations in the Archdiocese of Cincinnati.
- Volunteer**
Anyone who volunteers at any Archdiocese of Cincinnati location. For example: Church school teacher, Parish staff, CCD / PSR teacher, Liturgical musician, Sacristy Assistant, Heritage Site - Paid by organization - Festivals
- Priest**
In addition to Archdiocese of Cincinnati priests, this includes all priests receiving faculties from other Dioceses and Religious Orders. This also includes priests who are in residence within the Archdiocese of Cincinnati.
- Deacon**
Diocesan / Permanent Deacon only
- Candidate for ordination**
Person currently attending classes for the priesthood at the Archdiocese in Cincinnati, the Priesthood College, Jesuiticum or Columbus, or the Bishop Sheen Study Center, Seminary or Internship. This also includes Transitional Deacons and Parochial Vicars
- Educator**
Anyone who is certified by the Ohio Department of Education to instruct: Elementary or high school teacher; Elementary or high school teacher aide or classroom aide; High school credit (paid or unpaid); High school supervisor (paid or unpaid); Paid lunchroom or playground monitor; Student teacher; Substitute teacher

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

All registrants must read the **Child Protection Decree**.

Download the **Child Protection Decree**, by clicking the **PDF** icon. Once download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, click on: **I have downloaded and read the Child Protection Decree and agree to its requirements**

Archdiocese of Cincinnati
Child Protection Decree

Child Protection Decree

Child Protection Decree, Spanish

Child Protection Decree Brochure

I have downloaded and read the Child Protection Decree and agree to its requirements

If you have **not** attended a VIRTUS Protecting God's Children Session, choose **NO**.

Otherwise choose **YES**.

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 VIRTUS Protecting God's Children sessions scheduled for the **Archdiocese of Cincinnati**.

When you find the "live" session you wish to attend, click the circle next to the title for that date. Click **OK** to complete your registration.

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

If you chose **YES**, you will be presented with a list of all VIRTUS sessions that have been held in the Archdiocese of Cincinnati (starting June 2012). Choose the session you attended by clicking the downward arrow and highlighting the session -- 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 have additional questions about the registration process, please contact the VIRTUS Help Desk at 1-888-847-8870.

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.