

VIRTUS On-line Registration Instructions

1. Go to: www.virtus.org
2. On the left side – Click on “**Registration**” (directly under the **Log-in** button)
3. Click on the **GREEN ARROW** for “**View a list of sessions**”
4. Click on the arrow for the drop-down window and highlight: “**Cleveland, Oh (Diocese)**”
Click the **Select** button
5. Review the listings until you find a session that will accommodate your schedule.
6. Click on the box “**Start Registration**”
7. Create a **User Name** and **Password**
8. Enter your **personal information** and click on the **Continue** button
9. Click on the arrow for the drop-down window for location and highlight “**St. Joseph (Strongsville).**” Click the **Select** button.
10. **Do you work, volunteer or worship in another location?** – Click **YES** or **NO**
11. **Please select the roles that you play within your diocese – “Volunteer”** – Click on the box to the left. Fill in a description of what you do for the diocese – “**Volunteer at my parish.**” Click on the **Continue** button.
12. Answer the three questions by clicking on the circles to the left of the answers. Click **Continue**.
13. **Have you already attended a Protecting God’s Children Session?** Click on “**No**”
14. Scroll down the list of locations until you find a location close to you for attending the training. Click on the circle next to the location. Once you click the circle a window will pop open. “**Are you sure this is the session you will attend?**” Click **OK** to complete your registration or click **CANCEL** to choose another location.
15. Once that you have clicked **OK**; you are registered. You will receive an email confirming your registration.
16. Remember your **User Name** and **Password** for later use. Once you have completed the course, you will be sent periodic bulletins via email to read and complete. These bulletins are continuing education in **Protecting God’s Children**.
17. **The final step of being Virtus certified is to be fingerprinted and submit to a background check.** We will provide fingerprinting service at St. Joseph’s. Contact Mrs. Cindy Leonard, in the Religious Education Office, at 440-238-5231 to schedule.