

Registration Instructions First Time User - Diocese of Camden

Before completing Protecting God's Children training, all participants <u>must</u> first register with VIRTUS Online.

Please register by going to www.virtus.org and click on 'First-Time Registrant' or click on the link on the Diocese of Camden website.

Select the name of your organization <u>Camden - Diocese</u> (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once Camden is highlighted, click Select.



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. We strongly suggest your User Id be your email address as that is unique to you.

Click Continue to proceed.



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, click on the button that says "No email."



Select the <u>PRIMARY</u> 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, volunteer or worship.

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

Primary location: - Please select
Continue

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 location(s) are displayed on the screen.

Select <u>YES</u>, 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:

Assumption School (Galloway)

Do you work or volunteer in another location?

YES

NO

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Select the role(s) that you serve within your parish or school.

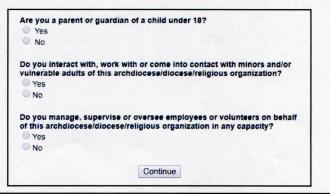
Additionally, enter your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click Continue to proceed.



Please answer the questions presented.

Click Continue to proceed.



If you have not attended a VIRTUS Protecting God's Children instructor-led session, choose NO.

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

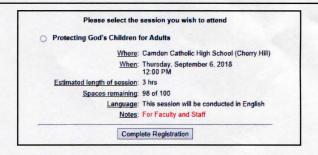
NO

YES

If you chose NO during the previous step, you will be presented with a list of upcoming VIRTUS Protecting God's Children facilitator-led sessions scheduled for the Diocese of Camden.

When you find the facilitator-led 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 facilitator-led VIRTUS sessions conducted in the Diocese of Camden. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click Complete Registration.)



You will receive an email confirming your registration.

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

Thank you for registering with VIRTUS Online!

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.

Thank you for registering with VIRTUS Online.

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.