

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=37506



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.



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, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

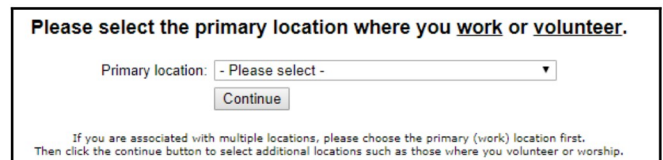
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

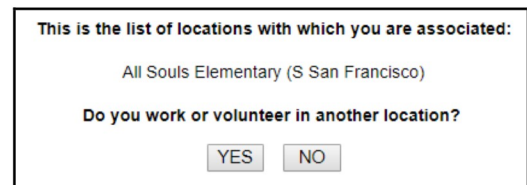
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



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**.



Select the role that you serve within your parish. Please select the primary role that applies.

Click **Continue** to proceed.

Please select the primary role that you play within your diocese

- Candidate for Ordination/Seminarian
This user is in their final preparation for Ordination to the Priesthood or Diaconate.
- Deacon
Those ordained as permanent Deacons in the Archdiocese of San Francisco.
- Educator
Teacher, Principal, Administrator, Vice Principal, Counselor, Library, Resource Director, Head Coach (employee only), Athletic Director, Choir/Music/Band Director. This category does NOT include teacher aides, or school support staff (secretaries, business managers etc.)
- Employee
Anyone employed by the Archdiocese of San Francisco, other than Clergy or Educator
- Priest
Those ordained to the Priesthood.
- Volunteer
Clear volunteers (not compensated) for various ministerial roles, including Catechists in the Archdiocese, schools, parishes or other sites that are under the auspices of the Archdiocese of San Francisco.

All registrants must please read the **Archdiocese of San Francisco, Policies and Procedures Regarding Child Abuse**

Download the **Policies and Procedures Regarding Child Abuse** by clicking the **PDF** icon or on the preferred language. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Archdiocese of San Francisco
Policies and Procedures Regarding Child Abuse

Policies and Procedures Regarding Child Abuse

I hereby acknowledge that I have downloaded, read, and understand the attached document for the Policies and Procedures Regarding Child Abuse.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last)*: (John D. Smith)

Today's Date*: (mm/dd/yyyy)

All registrants must please read the **Archdiocese of San Francisco, Standards of Conduct**

Download the **Standards of Conduct** by clicking the **PDF** icon or on the preferred language. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Archdiocese of San Francisco
Standards of Conduct

Standards of Conduct

I hereby acknowledge that I have downloaded, read, and understand the attached document for the Standards of Conduct.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last)*: (John D. Smith)

Today's Date*: (mm/dd/yyyy)

Click inside the circle to select the **Online Training** you wish to complete.

Please select the session you wish to attend

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

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.

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: 09/28/2017
Due: 10/12/2017

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

