

Registration Instructions

1) Before completing **Protecting God’s Children** training Online (or attending a live session), all participants **must** first register with **VIRTUS Online**.

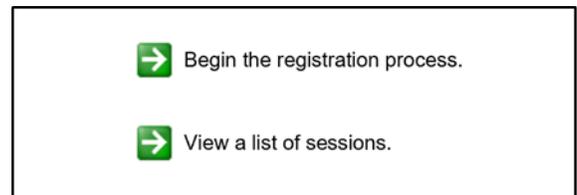
Go to <http://www.virtusonline.org>

On the left side of the screen, click the green box labeled **FIRST-TIME REGISTRANT**, to begin registration.



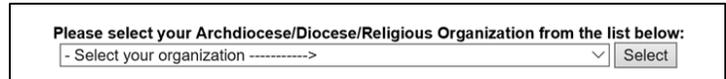
2) To proceed, click on **Begin the registration process**. (If you do not know which session you wish to attend, select **View a list of sessions**.)

Please be prepared to complete the registration process through Step #15, below, in one sitting. Your information may be lost if you hit the “back” arrow or close out of your browser.



3) Choose the name of your organization: **Little Rock (AR), Diocese** from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is highlighted, click **Select**.



4) Create a Username and a Password you can easily remember.

This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred Username is already taken, please choose another. We suggest the use of email addresses as user names.

Click **Continue** to proceed.



Registration Instructions

5) 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.

Please provide the information requested below

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

Salutation: *

First Name: *

Middle Name:

Last Name: *

Email:

Home Address: *

Home Address Cont'd:

City: *

State: *

ZIP: *

Daytime Phone: *

Ext:

Evening Phone: *

Date of Birth: *

6) 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 , volunteer or worship.

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 or worship.

7) 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:

Chancery (Little Rock)

Do you work, volunteer, or worship in another location?

8) Select the role(s) that you serve within the Diocese and/or parish/school.

Please check **all** roles that apply.

Additionally, **enter** your title in the box provided [which best describes your role(s)] ie. Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Pastor, 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.

<input type="checkbox"/> Candidate for ordination	<input type="checkbox"/> Employee (Parish/Parochial)
<input type="checkbox"/> Deacon	<input type="checkbox"/> Parent
<input type="checkbox"/> Educator	<input type="checkbox"/> Priest
<input type="checkbox"/> Employee (Diocesan/Eparchial)	<input type="checkbox"/> 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 for the diocese.

Title or Diocesan function:

9) Please answer **YES** or **NO** to the following question:

Do you have ongoing, unsupervised contact with minors as a part of your role with the diocese/parish/school?

Click **Continue** to proceed.

Do you have ongoing, unsupervised contact with minors as a part of your role with the diocese/parish/school?

Yes

No

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10) All Little Rock registrants must read the documents listed below (available for download in both **English & Spanish):**

- 1) Code of Conduct** (Clergy or Laity versions)
- 2) Policy on Sexual Misconduct with Adults**
- 3) Policy on Sexual Abuse of Minors**

Individually download each of the documents, by clicking the **PDF** icon. Once download and reading is complete for each of the three (3) documents, close the screen and return to the VIRTUS registration screen.

To proceed, click on:
I have downloaded, read and understood these policies.

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

Otherwise choose **YES**.

12) If you chose **NO during the previous step, you will be presented a list of upcoming VIRTUS Protecting God's Children sessions, scheduled for the **Diocese of Little Rock (AR)**.**

When you find the "live" session you wish to attend, click in the circle next to that date -- then click **Complete Registration**.

If you wish to complete the **online** version of the training (*rather than attend a live session*), click in the circle next to the title for the **Online Training**, available in both **English & Spanish** (found at the bottom of the session listing) -- then click **Complete Registration**.

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

13) If you chose YES, you will be presented with a list of all VIRTUS sessions conducted in the Diocese of Little Rock.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**

14) If you correctly entered your email address during the process, you will receive an email confirming your registration. If you chose online training, you will be automatically directed to the training upon completion of your background submission

Next, you must complete the Background Check, which is based on a person's role in the diocese/parish/school. (Note: for volunteers who do not work directly with minors, this only covers the Sex Offender Registry database.)

To complete a **Background Check**, click on the designated **link**:
By clicking this button, you will be directed to their secure website called Fastrax™

To proceed with your **Background Check**, enter the requested information into the designated fields. If you do not have a Social Security Number, the background check will be based on your Date of Birth. **Please** continue to enter the information as requested. To proceed, select **Next** at the bottom of each screen, until all information has been entered. Then, select **Submit Request**.

To complete the process, select **Close**.

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15) Click on the **green checked circle** to begin the **Online Training Course**. Upon completion, the last screen will direct you to print a certificate of completion (for your personal records, as well as for your parish and school).

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

Online Training Courses

 **Protecting God's Children® Online Awareness Session 3.0**
Assigned: 07/24/2016
Due: 08/07/2016

 Past due

 Due date approaching

 Assigned