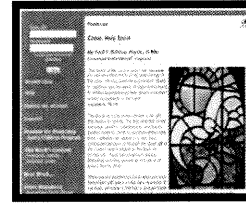


# Registration Instructions

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.

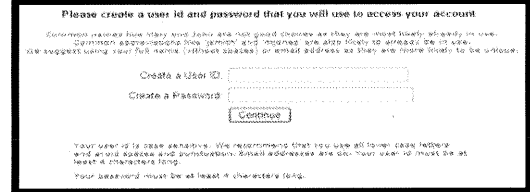
Once your organization is selected, click **Select**.

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.

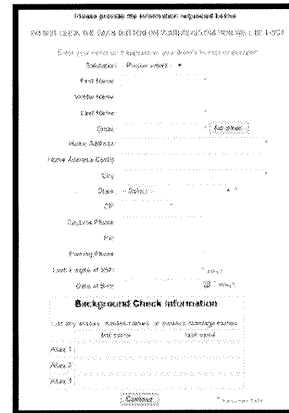
Click **Continue** to proceed.



**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](mailto: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](mailto: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).)

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

Do not select the location of your training session

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?

# Registration Instructions

**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 roles that you play within your diocese

Please check all that apply

- Employee (Parish/Pastoral)**  
Employees who are employed by the parish, school or institution and are NOT working in the Office of Education of the Archdiocese of Cincinnati. Includes: Administrative Staff; Parish Pastoralists; Business Managers; Music Director; CCD/PSR teachers.
- Employee (Diocesan/Pastoral)**  
This is for employees of the Office of Education of Cincinnati outside any Cincinnati parish and clergy offices. Employees who are not a part of the Office of Education of Cincinnati, and not employed in the Archdiocese of Cincinnati.
- Volunteer**  
Anyone who volunteers in any capacity of Cincinnati Office of Education - grade school/psr; parish level - CCD; PSR teacher; Eucharistic Minister; Sacristan; Music Director; Music Director; Parish Pastoralist; Pastoralist.
- Priest**  
In addition to archdiocese or diocesan priest, this includes all parish priest serving in the Archdiocese of Cincinnati and Religious Order. This also includes parish pastor in accordance with the Archdiocese of Cincinnati.

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

Continue

**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 Braille

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?

YES NO

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.)*

Protecting God's Children for Adults

Session: ALL LEVELS OF EDUCATION  
2013 MANDATORY SESSION

Session: Friday, April 19, 2013  
9:00 AM

Estimated length of session: 3 hrs

Session starting: 4:9 of 10

Language: This session will be conducted in English  
English

Protecting God's Children for Adults

Session: CHARLETTA LORIS OFFICE (CINCINNATI)

100 EAST COLBERT STREET

Session: Monday, April 20, 2013  
6:00 AM

Estimated length of session: 3 hrs

Session starting: 4:6 of 10

Language: This session will be conducted in English  
English

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 --

Complete registration

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.

Go to VIRTUS Online Close Browser