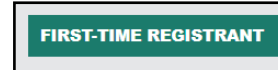


Registration Instructions Diocese of Palm Beach

Before completing **Protecting God's Children Training**, 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=14051

Or, please register by going to www.virtus.org and click on 'First Time Registrant'.



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 usernames.

Click **Continue** to proceed.

If you already have a VIRTUS Account, please contact the Helpdesk at helpdesk@virtus.org or 888-847-8870 to recover your login information. Thank you!

In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option.

This is a temporary precaution, and we will still offer the live training sessions available as an option.

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jcm01' and 'jpm01' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user-id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 8 characters long.

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

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Situation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address City:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

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).

In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you **work** or **volunteer**.

Please select the primary location where you **work** or **volunteer**.

Location:

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

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

Click **Continue** to proceed.

Please select the primary location where you **work** or **volunteer**.

Location:

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

Candidate for ordination
(Candidates and candidates for the permanent diaconate)

Deacon

Educator
(Sighted teachers, principals, and administrators in diocesan schools)

Employee (Diocesan/Eparchial)
(PLEASE DO NOT USE THIS OPTION)

Employee (Parish/Parochial)

Priest

Volunteer
(unpaid persons who assist the diocese (schools and parishes) such as catechists, youth ministers, coaches, classroom volunteers)

Please select any additional roles you perform at this location

Parent
(If you are a Parent Volunteer at a school or Parish, also select VOLUNTEER as a role)

Vendor
(Any person who is employed outside of the diocese who is contracted to perform services in our diocesan schools)

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

Registration Instructions Diocese of Palm Beach

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**.

You have chosen following locations and roles:

All Saints Catholic School (Jupiter)
 • Volunteer ✓

Are you associated with any other locations?

Yes

No

Please answer the questions presented.

Click **Continue** to proceed.

Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?

- Yes
- No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?

- Yes
- No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes
- No

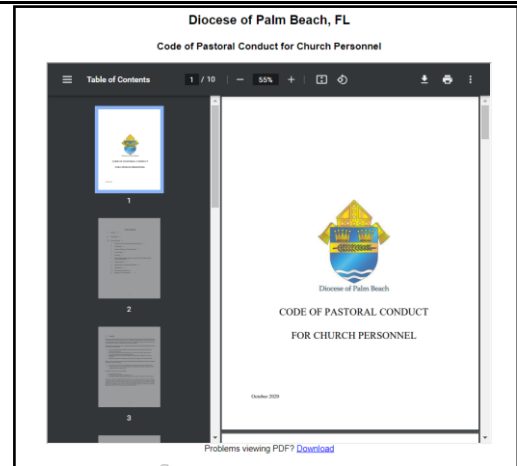
Do you communicate with minors using technology (such as through zoom meetings, social media, emails, etc.)?

- Yes
- No

Continue

Read through the Diocese of Palm Beach Code of Pastoral Conduct.

Check the box agreeing to the Code of Conduct, then type in your full name, today's date, and select "Continue" at the bottom.



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

Otherwise, choose **YES** and the system will present a list of past **classroom sessions** to select from and please choose the session you previously attended.

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

YES

NO

Select the Protecting God's Children online training.

Click **Complete Registration** to proceed.

Please select the session you wish to attend

- Online Training in English
- Online Training in Spanish

Continue

Registration Instructions Diocese of Palm Beach

Select the link in the “**Current Training**” box to complete any assigned training.

The screenshot shows a dashboard with five main sections: 'Current Training' (green), 'Contacts' (green), 'My Info' (green), 'Reporting Abuse' (yellow), and 'Resources' (blue). A red oval highlights the 'Current Training' header, and a red arrow points to the text 'You have 3 online modules assigned' and 'Register for an upcoming session' below it. The 'Contacts' section lists 'Your primary contact' as Lisa Linnell (561-775-9593). The 'My Info' section lists 'Your primary location' as Pastoral Center Diocese of Palm Beach (Palm Beach Gardens) and 'Your primary role' as Volunteer. The 'Reporting Abuse' section has a link 'Click here for reporting options'. The 'Resources' section has a link 'Click here diocesan information'.

Please click on the **green circle** to begin the **Protecting God's Children 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.

The screenshot shows a green checkmark icon followed by the text 'Protecting God's Children® Online Awareness Session 4.0 Palm Beach'. Below this, it says 'Assigned: 01/14/2022' and 'Due: 01/28/2022'.

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

Thank you!

