

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=15907

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.

Please note: **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.**

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 Sarah and Thomas 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.

Important note about selecting passwords

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.

Salutation - Please select ->

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix - Please select if applicable -> No email

Email:

Home Address:

Home Address Conf'd:

City:

State: - Select -->

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN: why? No SSN

Date of Birth: why?

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: - Please select ->

Your selected location(s) are displayed on the screen.

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

Additionally, enter your title in the box that best describes your role within the Diocese -- ie. 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

Deacon
Ministry/Respirator Volunteer

Educator
School administration, faculty and teacher aide only within the Archdiocese of Miami Schools

Employee-Diocese
All paid faculty and staff of ADOM schools, Pastoral Center departments and ministries, Campus Ministries, and Catholic Health Services

Employee-Parish
Paid staff: director of religious education, coordinator of religious education

Priest

Vendor/Contractor

Volunteer

Please select any additional roles you perform at this location

Seminarian

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

Archdiocese of Miami

To **Select** any additional locations and roles, please select Yes.

Please select No if finished.

You have chosen following locations and roles:

All Saints (Parish) (Sunrise)
• Volunteer ✓

Are you associated with any other locations?

Yes No

Please answer the three questions.

Please click on **Continue**.

Are you a parent or guardian of a child under 18?

Yes
 No

Do you interact with, work with or come into contact with minors and/or 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

Continue

Please acknowledge the document presented.

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document" and enter your full name and today's date.

Click on **Continue**.

Archdiocese of Miami, FL

Employee Pledge to Promote Safe Environment



Employee Pledge to Promote Safe Environment

I hereby represent that I have downloaded, read, and understand this document.

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

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

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

Continue

Archdiocese of Miami, FL

Volunteer Pledge to Promote Safe Environment



Volunteer Pledge to Promote Safe Environment

Spanish | Creole

I hereby represent that I have downloaded, read, and understand this document.

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

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

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

Continue

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children classroom** or **online** sessions scheduled for the **Archdiocese of Miami**.

(If you chose **YES** during the previous step, you will be presented with a list of all classroom sessions. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

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

YES NO

Please select the session and then click **Continue**.

Please select the session you wish to attend

- Protecting God's Children Online Awareness Session 3.0 (Online Training in English)
- Protecting God's Children for Adults (Online Training in Spanish)
- Protecting God's Children for Adults 3.0 Full Videos (Korean subtitles)
- Protecting God's Children for Adults 3.0 Full Videos (Vietnamese subtitles)
- Protecting God's Children for Adults
 - Where: Our Lady of Lourdes (Parish) (Miami)
11291 S.W. 142nd Ave.
 - When: Saturday, June 20, 2020
9:30 AM
 - Estimated length of session: 3 hrs
 - Spaces remaining: 12 of 75
 - Language: This session will be conducted in English
 - Notes: St. Bernadette Hall
 - Wheelchair accessible: Yes

If you chose online, 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 always can 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_Miami**
Assigned: 06/11/2020
Due: 06/25/2020

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

Thank you for registering!

