

Instructions for Protecting God's Children Online Training for volunteers

1. Go to <http://www.virtusonline.org>
2. On the left-hand side of the page, click the yellow link label "Registration"
3. Click "Begin the registration process"
4. From the drop down list, choose "Lansing, MI (Diocese)"
5. Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with our diocese and the VIRTUS program. Click "Continue" to proceed.
6. Provide the personal contact information requested. Several fields are required and are marked with an "*". If you do not have any email address, consider obtaining a free email account at mail.yahoo.com or any other free service. This is necessary for our VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org. This will notify our VIRTUS Coordinator that you do not have an email address.
7. From the drop down list, select your parish
8. If you also volunteer at another parish, click "Yes" and follow the screens. Otherwise, click "No".
9. Select the role(s) that you serve within your organization and type in "volunteer" where it asks for an additional title.
10. On the screen regarding additional roles, check any that apply and click "Continue"
11. Answer the three yes/no questions. Then click "Continue"
12. Answer "No" to the question: Have you already attended a Protecting God's Children session?
13. You will be presented with a list of upcoming sessions. Go to the bottom and mark the box the "Protecting God's Children for Adults (Online Training)"
14. Answer "OK" to the question: Are you sure this is the session you wish to attend?
15. There will be a message on your screen confirming that you have completed the registration process. Click on "Go to VIRTUS Online"
16. Login with your User ID and Password
17. Click on "Protecting God's Children Awareness Session"
18. Read each screen carefully. If you are unable to finish your training in one session, you can log out and return later by following steps 16 & 17 above.
19. When your training is complete, print your completion certificate and log off.