

Registration Instructions Catholic Charities – San Francisco

Before completing **Protecting God's Children for Adults** training online, all participants please 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=37553



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.

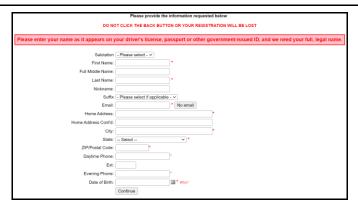


Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, and Phone Number, and Date of Birth.

(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 select the primary location where you work or volunteer.

Continue

Location: - Please select -

Select the <u>PRIMARY</u> location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click Continue to proceed.

Select the role(s) that you serve. Please check <u>all</u> roles that apply. Additionally, **enter** your title in the box provided that best describes your role.

Click Continue to proceed.

	Location: Bayview Hunters Point YMCA (San Francisco)
Please	check all that apply. You must select at least one role.
Ple	ase select at least one primary role I perform at this location
	Employee
	Volunteer
0	Priest
0	Deacon
0	Candidate for ordination
0	Educator



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

Select <u>YES</u>, 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:

Bayview Hunters Point YMCA (San Francisco)

· Volunteer ✓

Are you associated with any other locations?

Click on the green circle to begin the 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.



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

