

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](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.

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 Jamie and Myrner 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, 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 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:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:   No email

Home Address:

Home Address Confid:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

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.

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

Click **Continue** to proceed.

Please select the primary location where you work or volunteer.

Location:

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

Employee

Volunteer

Priest

Deacon

Candidate for ordination

Educator

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 Catholic Charities – San Francisco

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:

Bayview Hunters Point YMCA (San Francisco)

• Volunteer ✓

### Are you associated with any other locations?

Yes

No

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.

### Online Training Courses

To begin your online training, please click the title of your assigned training:



**Protecting God's Children® Online Awareness Session 4.0**

Assigned: 09/12/2022

Due: 09/26/2022

**Other Languages Available (You may change versions)**

Change to: Protecting God's Children® Online Awareness Session 4.0 (Español)

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

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