

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=37506



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 user names.

Click **Continue** to proceed.



Archdiocese of SAN FRANCISCO

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 'jsmith' and 'mjones' 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.

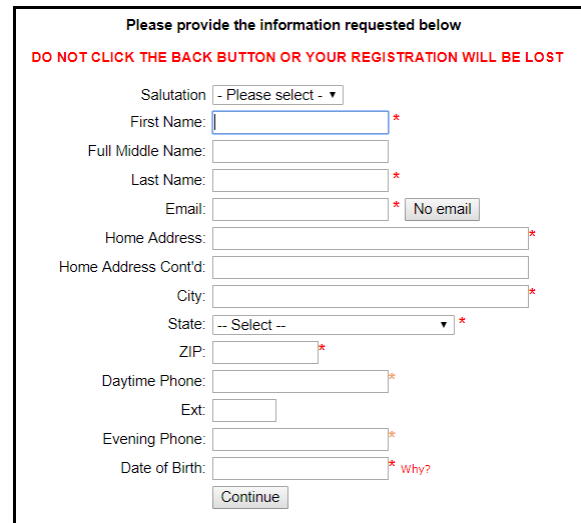
[Important note about selecting passwords](#)

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

Salutation:

First Name: *

Full Middle Name:

Last Name: *

Email: *

Home Address: *

Home Address Cont'd:

City: *

State: *

ZIP: *

Daytime Phone: *

Ext:

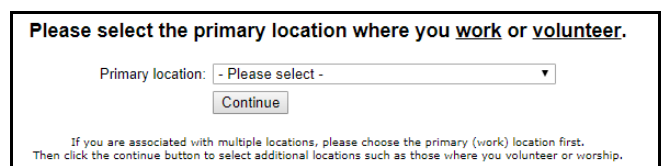
Evening Phone: *

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.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



Please select the primary location where you work or volunteer.

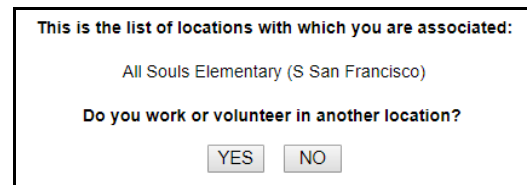
Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

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**.



This is the list of locations with which you are associated:

All Souls Elementary (S San Francisco)

Do you work or volunteer in another location?

Select the role that you serve within your parish. Please select the primary role that applies.

Click **Continue** to proceed.

Please select the primary role that you play within your diocese

- Candidate for Ordination/Seminarian
This user is in their final preparation for Ordination to the Priesthood or Diaconate.
- Deacon
Those ordained as permanent Deacons in the Archdiocese of San Francisco.
- Educator
Teacher, Principal, Administrator, Vice Principal, Counselor, Library, Resource Director, Head Coach (employee only), Athletic Director, Choir Leader/Band Director. This category does NOT include teacher aides, or school support staff (secretaries, business managers, etc.).
- Employee
Anyone employed by the Archdiocese of San Francisco, other than Clergy or Educator.
- Priest
Those ordained to the Priesthood.
- Volunteer
User volunteers their responsibility for various ministerial roles, including Catholics in the Archdiocese, schools, parishes or other sites that are under the auspices of the Archdiocese of San Francisco.

All registrants must please read the **Archdiocese of San Francisco, Policies and Procedures Regarding Child Abuse**

Download the **Policies and Procedures Regarding Child Abuse** by clicking the **PDF** icon or on the preferred language. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Archdiocese of San Francisco
Policies and Procedures Regarding Child Abuse

Policies and Procedures Regarding Child Abuse

I hereby acknowledge that I have downloaded, read, and understand the attached document for the Policies and Procedures Regarding Child Abuse.

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

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

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

All registrants must please read the **Archdiocese of San Francisco, Standards of Conduct**

Download the **Standards of Conduct** by clicking the **PDF** icon or on the preferred language. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Archdiocese of San Francisco
Standards of Conduct

Standards of Conduct

I hereby acknowledge that I have downloaded, read, and understand the attached document for the Standards of Conduct.

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

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

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

Click inside the circle to select the **Online Training** you wish to complete.

Please select the session you wish to attend

- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)

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 3.0**
Assigned: 09/28/2017
Due: 10/12/2017

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

