## How to signup for Virtus Online Training

- Once you have setup a Virtus account, please email Janice Woolley at jwoolley@allentowndiocese.org and let her know that you have completed the directions below and would like to take the Protecting God's Children Online Training.
- You will be assigned the online trainings within a couple days. You will also receive an email from Janice with handouts that you need to read.
- An email will come from Virtus containing the link to your training.
- At the end of the training please print the certificate or take a screenshot of it.
- Please return the Child Protective Services Law signature page and the certificate to your primary location.



APROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. 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						
Create a user name and password that you will remember	Riocese					
then click continue.	Common names like Mary and John are not good choic Common abbreviations like leavily of the surgest using your fill Create a User ID: Create a Password: Continue	es as they are most likely already in use in order he in use. address as they are more more more more more more more mo	e.			
	NAL CATHOLIC RISK RETENTION GROUP, INC IRTUS®OULU Please provide the information requested below < THE BACK BUTTON OR YOUR REGISTRATION WILL	L BE LOST				
Please enter your name as it appears on your dri Salutation - Please First Name: Full Middle Name: Last Name: Last Name: Nickname: Suffix - Please Email: Home Address Cont'd: City: State: - Selec ZIP: Daytime Phone: Ext: Evening Phone:	a select - v	Please fill o all spaces w an *, then cl continue.	out rith lick			
Continue APROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. INC. INC. INC. In this step, <u>DO NOT</u> select the location of your training session - you will pick that later. We are asking for the primary location where you <u>work or volunteer</u> .						
Plet select the primary location where you work on stunte in Please select the primary location you will be work- location: Please select Continue ing/volunteering at.						

In this step, <u>DO NOT</u> select the location of your training session - y We are asking for the primary location where you <u>work</u> or						
Please select the primary location where you <u>work</u> or <u>volunteer</u> .  Locator: (Sacres Heart (Miler Heights)  Please cleak all bait eply, You must select at least one role.  Please select at least one primary role you perform at this location						
Please select at least one primary role you perform at this location	chool. This includes paid youth ministe pastoral center and Catholic Charitie	975 16.				
<ul> <li>Volunteer Unpaid individuals including catechists, youth ministers, coaches, and boy scout leade</li> </ul>	Unpaid individuals including catechists, youth ministers, coaches, and boy scout leade ). Please select					
<ul><li>Priest</li><li>Deacon</li></ul>	your pr location					
Candidate for ordination All seminarians and candidates for the permanent diaconate.			🗆 Coach			
<ul> <li>Educator Catholic salaried teachers, principals, and administrators in diocesan and parish school</li> </ul>	IS.		DRE/CRE Deacon-cand	lidate		
			<ul> <li>Deacon-cand</li> <li>Eucharistic M</li> </ul>			
			Girl Scout Le ILEM	ader		
			Intermediate		Please select <u>all</u>	
			<ul> <li>Knights of Co</li> <li>Local Safe Eo</li> </ul>	olumbus nvironment Coordinator	roles you have at the above	
			<ul> <li>PGC Facilitat</li> <li>Parent</li> </ul>	tor	location, then	
			<ul> <li>Parish Nurse</li> <li>Principal</li> </ul>		click continue	
			<ul> <li>Seminarians</li> <li>Serra Club</li> </ul>			
			<ul> <li>Staff</li> <li>Teacher</li> </ul>			
		<ul> <li>Youth Minister</li> <li>diocesan state</li> </ul>				
			school admir			
				If you have a title please enter it be If you do not have a title, please bri Title or Position of Jervice:	one of the what you do.	
A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. <b>VIRTUS®Online</b>				If you do not volunteer or work at another location, please select <u>no</u>		
You have chosen following locati Sacred Heart (Miller Heights) • Volunteer ✓						
Are you associated with any oth Yes No	er locations?		lo	cation or	unteer at another are employed at please select <u>yes</u>	
Updated 5/23/2022				2	· · · · ·	



APROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. VICE VICE OF VOU did not select a training session. Do you want to register for a training session at this time? VIE NO						
Ne Www.virtusonline.org says If you do not select a session now and are required to attend one you will need to come back to this site, log in, and select a session at a later date. Do you want to register for a training session at this time? YES NO						
Arecord and basevice of     THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.     DECORDENSION     DECORDENSION     DECORDENSION     DECORDENSION     Thank you for registering with VIRTUS Online.     Thank you for registering with VIRTUS Online.     Tuank you for register for a session:     To register for a session:         0 to unwn writus arg         0 do in write with and password you just created         1. Follow the instructions on the screen      DENOT click on the FIRST-TIME REGISTRANT button.         You will create a duplicate account if you do.						
Anote regaring comains: The rise in SPAM emails has created an equal rise in the aggressiveness of the measures to combat it. Consequently, many of our emails are bid. If by SPAM filters. If you are using by software or tools within your email program to filter SPAM, please make sure that you allow messages from system@virtus.org. You may also want to contact your network administrator to make sure that you for coming is the number one reason for our emails not to be received. Close Browser						

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jwoolley@allentowndiocese.org, and let her know that you would like to take the Protecting God's Children Training .

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