

## Registration Instructions for Volunteers

**Before** attending an instructor-led (live) session, all participants **must** register with **VIRTUS Online**.

**Click** on this link to access the VIRTUS Registration page:

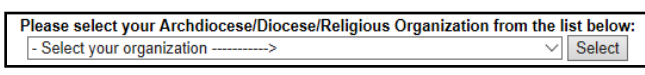
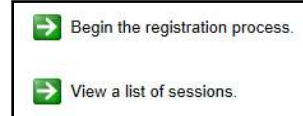
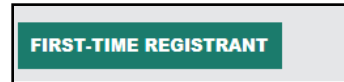
[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=36848](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=36848)

**Or:**

**Go to** [www.virtus.org](http://www.virtus.org)

On the left side of the screen, click on **First-Time Registrant** to begin registration.

Select the name of your organization **Denver - Archdiocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization)



**Create** a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

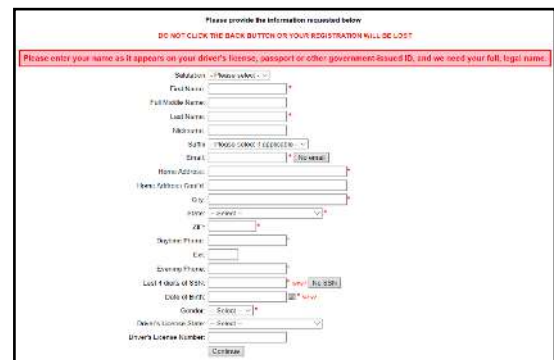


Provide **all** the information requested on the screen.

**(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](http://mail.yahoo.com), or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noadress@virtus.org).



**Select** the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

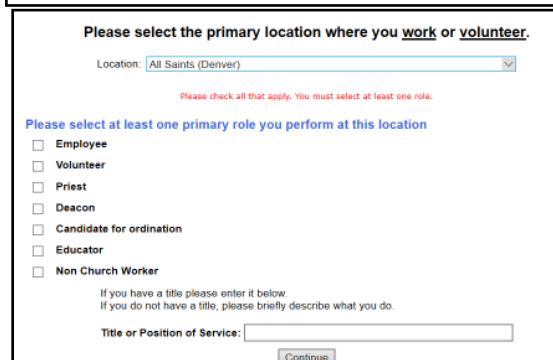
Click **Continue** to proceed.

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

**Select** the role(s) that you serve within the Archdiocese of Denver and/or parish/school.

Please check **all** roles that apply.

Click **Continue** to proceed.



## Registration Instructions for Volunteers

Please review the following **Archdiocese of Denver Code of Conduct**, and respond:

➤ **Code of Conduct**

To proceed, please **Confirm** by clicking on: *"I hereby represent that I have downloaded, read, and understand this document."* and enter your full name and today's date.

Click on **Continue**.



Please answer yes or no to the subsequent questions.

Click on **Continue**

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?  
 Yes  
 No

Have you ever been convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?  
 Yes  
 No

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?  
 Yes  
 No

Have you previously attended training prior to July 31, 2020?  
 Yes  
 No

Continue

Please answer yes or no to the following as to whether you have already attended a VIRTUS Protecting God's Children Session?

(This refers to a Protecting God's Children training in the Archdiocese of Denver **after July 31, 2020**)

Have you already attended a VIRTUS Protecting God's Children Session?

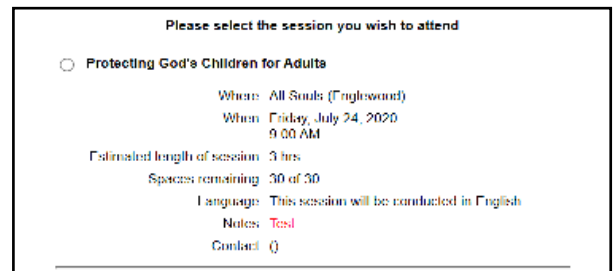
YES NO

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children** instructor-led sessions scheduled for the **Archdiocese of Denver**.

When you find the instructor led session training you wish to attend, click the circle -- and then click **Complete Registration**.

If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions previously conducted in the **Archdiocese of Denver**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

If the class you attended is not listed, contact [Alex.Kwan@archden.org](mailto:Alex.Kwan@archden.org).



After you attend the training session, you will receive an email of approval and have access to a certificate by logging into your VIRTUS account.

If you have additional questions about the VIRTUS registration, please contact [Alex.Kwan@archden.org](mailto:Alex.Kwan@archden.org) or the helpdesk at 888-847-8870 or helpdesk@virtus.org.

**Thank you for completing the registration process!**

