

Archdiocese of Denver Post Registration Instructions

To receive credit for your class you must register with VIRTUS, indicate the class you attended and notify your facilitator upon completion of the account.

Facilitator Name: _____ Facilitator Contact: _____

Go to www.virtus.org

Click on **First-Time Registrant**.

Click on **Begin the registration process**.

Select the name **Denver - Archdiocese** from the pull-down menu.



Create a User ID and Password you can easily remember.

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

(Note: Do not click the back button or your registration will be lost.)



Select the **PRIMARY** location where you work or volunteer on the dropdown menu.

Select the role(s) that you serve within the Archdiocese of Denver.

Select **YES** if you need to add secondary/additional locations.
 Select **NO**, if your list of locations is complete.



Please review or download the **Archdiocese of Denver 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.

Please answer no to the question about a class before 7/31/2020.



Please answer **yes** as to whether you have already attended a VIRTUS Protecting God's Children Session

You will be presented with a drop down list of all instructor led **VIRTUS** sessions previously conducted in the **Archdiocese of Denver**. Choose the session you attended then click **Continue**.



Notify the facilitator of your completion. Once confirmed, you will receive an email from VIRTUS and can access the certificate by logging into your VIRTUS account.

If you have additional questions about the VIRTUS registration, please contact Alex.Kwan@archden.org

Thank you for completing the registration process!