

Archdiocese of Denver

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Registration Instructions for Clergy and School Employees

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

Click on this link to access the AOD VIRTUS Registration page:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=36848

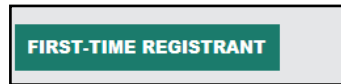


Or:

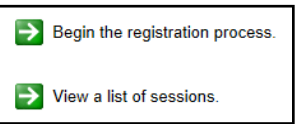
Go to www.virtus.org

On the left side of the screen, click on **First-Time Registrant**

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



OR



Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization -----> [Select]

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, 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.

Select the **PRIMARY** location where you work 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.

Please review the following **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.

Click on **Continue**.

Please answer yes or no to the question regarding whether you took a Safe Environment training in the AOD prior to July 31, 2020.

If you answer "Yes" the system will pause your registration and give you the contact information to inquire about an existing record.

Click on **Continue**

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.

Please select the session you wish to attend

Protecting God's Children for Adults

Where: All Souls (Englewood)

When: Friday, July 24, 2020
9:00 AM

Estimated length of session: 3 hrs

Spaces remaining: 30 of 30

Language: This session will be conducted in English

Notes: Test

Contact: ()

Please note you must also separately complete the **Colorado Mandated Reporter Training** (can be done later – please bookmark the link:

- You will need to set aside an hour to complete this course.
- You cannot close the browser window during the training, or you will have to start again.
- Be sure to print and/or screen shot your completion certificate. We do not have access to this system.

CLERGY : Submit certificate to Alex Kwan Alex.Kwan@archden.org or 303.715.2047 fax

SCHOOL EMPLOYEES: Submit certificate directly to your school

Clergy and school employees must also complete the Colorado Mandated Reporter online training by clicking below or taking note of the information below for completion later. Please note before proceeding:

- You will need to set aside an hour to complete this course.
- You cannot close the browser window during the training, your place will be lost, and you will have to start again.
- Be sure to print and/or screen shot your completion certificate and email or fax a copy to Alex Kwan so she can update your record. We do not have access to this system and you cannot return later to print the certificate without re-taking the course.

CLERGY - Submit certificate to Alex Kwan Alex.Kwan@archden.org or 303.715.2047 fax

SCHOOL EMPLOYEES: Submit certificate directly to your school

Colorado Mandated Reporter

Trouble Shooting for Colorado Mandated Reporter Training

- Use the right browser - Google Chrome and Firefox work best
- If the training freezes: At the top right corner of each page is a menu icon. Clicking it will reveal a few more icons; one of these is the sitemap
- Anytime a learner is stuck on a particular page, the sitemap can be used to jump forward to the next page.



For more help with the training, contact Tech Support at 800-366-9619 or Support@ColoradoCWTS.com

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 or the VIRTUS helpdesk at 888-847-8870 or helpdesk@virtus.org.

Thank you for completing the registration process!