

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

Or:

Go to 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)



OR

FIRST-TIME REGISTRANT

→ Begin the registration process.

→ View a list of sessions.

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

- Select 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, 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 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.



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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 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.

If you choose "No," 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 and are post registering?

(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

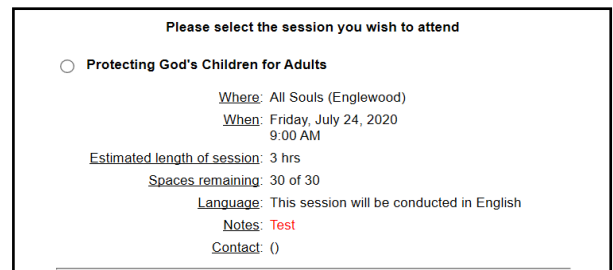
NO

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.



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

Thank you for completing the registration process!

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Thank you for registering with VIRTUS Online.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.