

Archdiocese of Denver

Registration Instructions

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

Click on this link to access the VIRTUS Registration page:

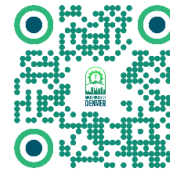
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=36848

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.



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Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'jambh' and 'rjones' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:



Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.
[Important note about selecting passwords](#)

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.



DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation: 

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix: 

Email:

Home Address:

Home Address Conf:

City:

State: 

ZIP:

Daytime Phone:

Ext:

Evening Phone:



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

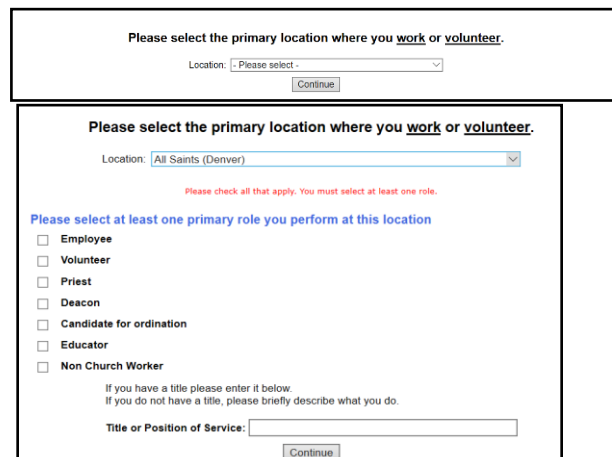
Click **Continue** to proceed.

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.



Please select the primary location where you **work** or **volunteer**.

Location: 



Please select the primary location where you **work** or **volunteer**.

Location: 

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

☐ Employee

☐ Volunteer

☐ Priest

☐ Deacon

☐ Candidate for ordination

☐ Educator

☐ Non Church Worker

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:



Archdiocese of Denver

Registration Instructions

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

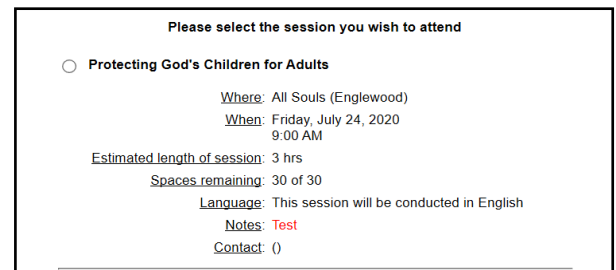
NO

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 SafeEnvironment@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 SafeEnvironment@archden.org or or helpdesk@virtus.org.

Thank you for completing the registration process!

