

First Time Registration Instructions PGC 4.0 First Time User - Diocese of Camden

Before completing **Protecting God's Children 4.0** training, all participants **must** first register with **VIRTUS Online**.

Please register by going to www.virtus.org and click on 'First-Time Registrant' or click on the link on the Diocese of Camden website.

Select the name of your organization Camden - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once Camden is highlighted, click Select.



Create a User ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. We strongly suggest your User Id be your email address as that is unique to you.

Click **Continue** to proceed.



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 'jsmith' and 'mjones' 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. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, and Phone Number.

(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 VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, click on the button that says "No email."

Please provide the information requested below

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

Salutation:

First Name:

Full Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

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.)

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If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

This is the list of locations with which you are associated:

Assumption School (Galloway)

Do you work or volunteer in another location?

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Select the role(s) that you serve within your parish or school.
Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- i.e. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.
Click **Continue** to proceed.

Please select the roles that you play within your diocese

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

- Candidate for ordination**
All seminarians and candidates for the permanent diaconate.
- Deacon**
- Educator**
Salaries teachers, principals, and administrators in diocesan and parish schools.
- Employee**
Paid persons who are employed by and work directly for the diocese or a parish or a school. This includes paid youth ministers and any other paid parish minister. This includes staff employed at the diocesan center, pastoral center and Catholic Charities.
- Priest**
- Volunteer**
Unpaid individuals including catechists, youth ministers, coaches.

If you have a title within your diocese please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

[Continue](#)

If you have **not** attended a **VIRTUS Protecting God's Children** instructor-led session, choose **NO**.

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 facilitator-led** sessions scheduled for the **Diocese of Camden**.

When you find the facilitator-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 facilitator-led **VIRTUS** sessions conducted in the **Diocese of Camden**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

Please select the session you wish to attend

- Protecting God's Children for Adults**
Where: Camden Catholic High School (Cherry Hill)
When: Thursday, September 6, 2018
12:00 PM
Estimated length of session: 3 hrs
Spaces remaining: 98 of 100
Language: This session will be conducted in English
Notes: For Faculty and Staff

[Complete Registration](#)

From this screen, if there are any additional action items to complete the box will be red. If they are all green, your registration is complete.

<p>Current Training</p> <p><small>You have 1 online module assigned Register for an upcoming session</small></p>	<p>Contacts</p> <p><small>Your primary contact Click here for contacts</small></p>	<p>My Info</p> <p><small>Your primary location Camden Catholic High School (Cherry Hill) Your primary role Volunteer</small></p>
<p>Reporting Abuse</p> <p><small>Click here for reporting options</small></p>	<p>Resources</p> <p><small>Diocesan website Child and Youth Protection Victim Assistance</small></p>	

You will receive an email confirming your registration for a live session.

Thank you for registering with VIRTUS Online.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

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.

Thank you for registering with VIRTUS Online!