

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 'jamith' and 'mjones' are also likely to already be in use. suggest using your full name (without spaces) or email address as they are more likely to be uni

Create a User ID: Create a Password: Continue

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.)

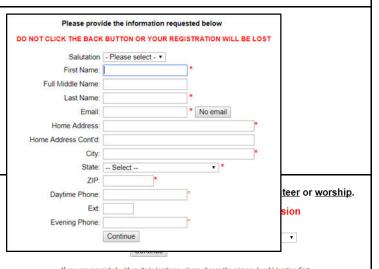
Click Continue to proceed.

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."

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).)



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

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?

YES NO



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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 Slease sheet all that apply. You must select at least one role.			
☐ Deacor			Employee Page some of a real completed by and most directly for the abovece or a purish or a complete and provide most an employed by and most directly for the abovece or a purish or a complete and beautiful and the abovece of the
If you have a title within your diocase please enter it below. If you do not have a title, please briefly describe what you do for the diocase. Title or Diocesan function: Continue			

If you have <u>not</u> 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 <u>NO</u> during the previous step, you will be presented with a list of upcoming **VIRTUS** *Protecting God's Children* <u>facilitator-led</u> 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 <u>YES</u> 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

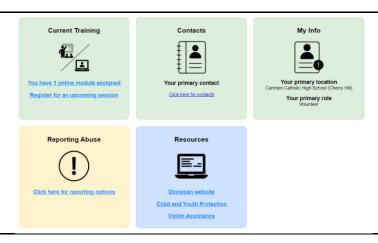
Where: Camden Catholic High School (Cherry Hill)
When: Thursday, September 6, 2018
12:00 PM

Estimated length of session: 3 hrs
Spaces remaining: 98 of 100

<u>Language</u>: This session will be conducted in English
<u>Notes</u>: 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.



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

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

Thank you for registering with VIRTUS Online!

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.