

## **REVISED Post-registration Instructions for Protecting God's Children™ Training Sessions**

All participants must be registered in the Virtus database to be recognized as being in compliance by the Diocese.

1. Go to [www.virtus.org](http://www.virtus.org)
2. On the left-hand side of the page, click the yellow link labeled "**Registration**" just below the login button. Do NOT try to log in.
3. Choose "Begin the Registration Process"
4. Choose "Columbus,OH (Diocese)" as your organization, click Select.
5. Create a user ID and a password you can easily remember. If the User ID you create is already in use, the system will make you choose a different one. Click Continue.
6. Provide the information requested. Several fields are required, such as name, address, phone number and email address. Click Continue to proceed.
7. Since many people volunteer for several parishes/schools, select the primary location where you work, volunteer or worship on this page. (Do not select the location of your training site in this section.) Click Continue.
8. Your current list of locations is now displayed. If you need to add an additional location, choose YES. Otherwise, choose NO.
9. Select all the role(s) that you serve within the church. Please enter a title in the box (e.g., Parent Volunteer, Coach, DRE, Catechist, etc.) Click Continue to proceed.
10. A second page of roles will be displayed, please select all that apply. Click continue.
11. Answer three YES/NO questions and then click Continue.
12. When asked if you have already attended a Protecting God's Children Session, click **YES**.
13. You will be presented with a list of past sessions. Select the training site and date where you attended from the drop down list. Select Complete Registration  
  
You will see a message "*Your account request will be reviewed by your coordinator.*"
14. E-mail Barb Cain, Safe Environment Coordinator, with your name, date and location of your session [bcain@cdeducation.org](mailto:bcain@cdeducation.org) so that she knows to check for and approve your registration in Virtus.

**REVISED 10/19/05**