

**Please register online at <http://www.virtusonline.org>**

On the left side of the screen, click the yellow link labeled Registration, to begin the process.

To proceed, click on Begin the Registration Process

Choose the name of your organization: (Cincinnati (OH) Archdiocese) from the pull down menu, by clicking the downward arrow, and highlighting your organization. Once your organization is selected, click Select.

Create a User ID and a Password that you can easily remember. This is necessary for all participants. This established your account within your diocese and the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Provide all of the information requested on the screen.  
Please pay close attention to all of the fields.

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, enter: no address@virtus.org.

Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.  
Click Continue to proceed.

Your selected locations 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.

Select the role that you serve within your diocese/and or parish.  
(Use the descriptions supplied for all roles that apply.)

Additionally, please enter your title in the box provided which best describes your role(s).

Click Continue to proceed.

Answer three YES/NO Questions.  
Click Continue to proceed.

All registrants must read the Decree of Child Protection.  
Download the Child Protection Decree, by clicking the PDF icon. Once downloaded, and reading is complete, close the screen, and return to the VIRTUS registration screen.

To proceed, click on:

I have downloaded the Child Protection Decree, and have read its requirements.

If you have not attended a VIRTUS Protecting God's Children Session, choose NO.

Otherwise, choose Yes.

If you choose NO during the previous step, you will be presented with a list of upcoming VIRTUS Protecting God's Children sessions scheduled for the Archdiocese of Cincinnati.

When you find the "live" session you wish to attend, click the circle next to the title for that date. Click OK to complete your registration.

(If you choose YES, you will be presented with a list of VIRTUS sessions that have been held in the Archdiocese of Cincinnati, (starting June, 2012).

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click Complete Registration.

A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive email confirmation of your registration.

If you have additional questions about the registration process, please contact the VIRTUS help desk at 1-888-847-8870.