

# Registration Instructions

## First Time User - Diocese of Camden

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

Please register by going to [www.virtus.org](http://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.

**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).*

**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**.

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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 -- ie. 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:

Please answer the questions presented.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

Yes  
 No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

Yes  
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

Yes  
 No

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?

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

You will receive an email confirming your registration.

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.