Instructions for
Protecting God's Children **Online Training**

⚠ VIRTUS website is not compatible with Internet Explorer, please use Google Chrome or Firefox.
   Training must be viewed on laptop or desk computer (iPhone or iPad will cause incomplete training)

1. Go to http://www.virtusonline.org

2. Click on "First-Time Registrant" (below the User ID and Password)

3. Click "Begin the registration process"

4. Select "Lansing, MI (Diocese)" by clicking the drop down list ▼,

5. Click on "Select".

6. Create a User ID and password and click "Continue". Make a note of your User ID and Password.
    This establishes your account with our diocese and the VIRTUS program.

7. Complete the information on the next screen. *indicates a required field.

8. Click on "Continue".

9. Select your Primary Location by clicking the drop down list ▼.

10. Click on "Continue".

11. If you volunteer or work at another parish or school, click "Yes" and follow the screens. If not, click "No".

12. Select the Role(s) that you serve within your organization.

13. Complete the "Title or Diocesan Function" field.

14. Click 'Continue"

15. Check any additional roles that apply.

16. Click "Continue"

17. Answer the three yes/no questions.

18. Read the Code of Conduct and Click on "Yes, I Understand".

19. Click "Continue"

20. Select "No" to the question: Have you already attended a Protecting God's Children session?

21. You will be presented with a list of upcoming sessions. Scroll to the bottom and mark the box the
    "Protecting God's Children for Adults (Online Training)"

22. Select "OK" to the question: Are you sure this is the session you wish to attend?

23. There will be a message on your screen confirming that you have completed the registration
    process. Click on "Go to VIRTUS Online"

24. Login with your User ID and Password

25. Click on "Protecting God's Children Awareness Session"

26. Read each screen carefully. If you are unable to finish your training in one session, you can log out and return later.

27. When your training is complete, print your completion certificate and log off.