VIRTUS Registration

Before or **after** attending an instructor-led (live) session, all participants **must** register with **VIRTUS** *Online*.

To register, click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18958

Create a User ID and Password you can easily remember.
This is necessary for all participants. This establishes your account with 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.

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, Phone Number, and Date of Birth.
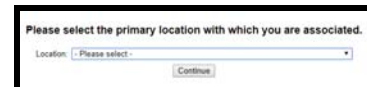
(Note: Do not click the back button or your registration will be lost.)

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 Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

Select the PRIMARY location with which you are associated by clicking the downward arrow and highlighting the location.
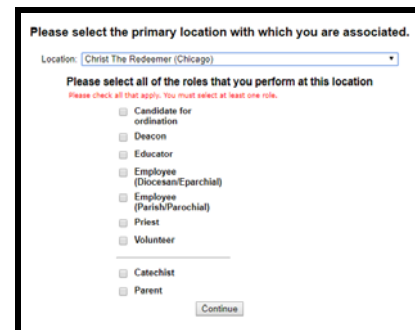

Next select all the role(s) that you perform at this location

Please check **all** roles that apply.

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 chosen location is displayed on the screen, along with the roles you selected.

Select **YES**, if you are associated with any additional locations.

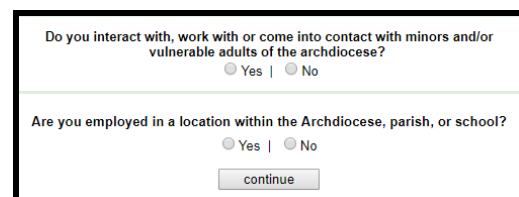Otherwise, if your list of locations is complete, select **NO**.

Please answer the following two questions.

Do you interact with, work with or come into contact with minors and/or vulnerable adults of the archdiocese?

Are you employed in a location within the Archdiocese, parish, or school?

Click **Continue** to proceed.

Please review the following and respond:

➤ **CANTS (Child Abuse & Neglect Tracking System)**

To proceed, please **Confirm** by checking the box:

"I will download this form, fill it out and return it to my parish or school office".

Please review the following and respond:

➤ **Code of Conduct for Church Personnel**

To proceed, please **Confirm** by checking the box:
"I downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.
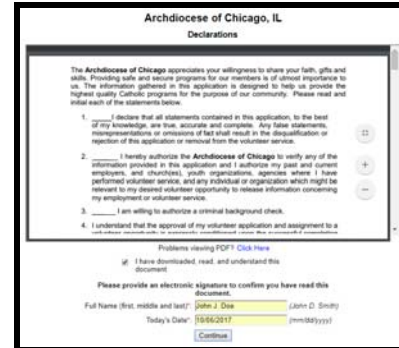
Click **Continue** to proceed.

Please review the following and respond:

➤ **Declarations**

To proceed, please **Confirm** by checking the box:
"I have downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.

Click **Continue** to proceed.

If you have **not** attended a **VIRTUS** *Protecting God's Children* session, choose **NO**.
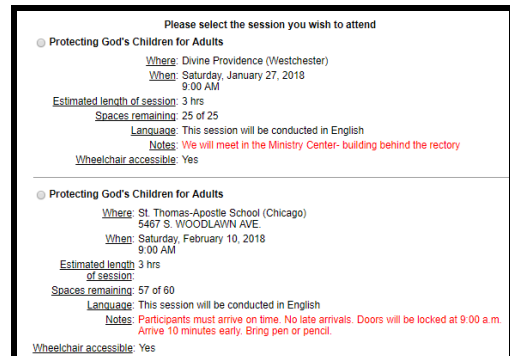
Otherwise, choose **YES**.

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** *Protecting God's Children* instructor-led sessions scheduled for the **Archdiocese of Chicago**.

When you find the instructor-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 instructor-led **VIRTUS** sessions conducted in the **Archdiocese of Chicago**.

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

Note:
If you serve in multiples roles in the Archdiocese, parish, or school, you may be presented with different registration screens than the ones that appear in the next several steps.

If so, you will be prompted to complete the appropriate screens, that relate to your corresponding roles.
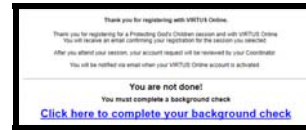
NOTICE

Next screens shown may not be applicable to each registrant.

Proceed carefully to follow instructions to complete the appropriate screens as they appear on your individual registration screen.

You may be required to complete a background check.

If so, follow the instructions on the screen to proceed.

Click here to complete your background check

You are required to have a background check.

All of your information is prepared and ready to send to s2verify.

Please click the button when you are ready to submit your information: **Submit Background Check**

Background Check

You are required to have a background check.
All of your information is prepared and ready to send to s2verify.

Please click the button below when you are ready to submit your information
Submit Background Check

Your registration is completed with the confirmation screen from s2verify. You may now close your screen.

After you attend the training session, you will receive an email of approval/account activation.

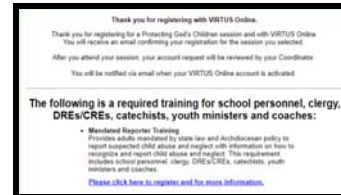Thank you for completing the registration process!

Background Check

Your background check request was submitted successfully

If you are school personnel, clergy, DREs/CREs, catechist, youth ministers and coaches, the following screen will appear:

The following is a required training for school personnel, clergy, DREs/CREs, catechist, youth ministers and coaches:
Mandatory Reporter Training
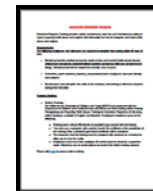**Please click here to register and for more information**

Please review the following document:

➢ **Mandated Reporter Training**

To proceed, click on the following link:
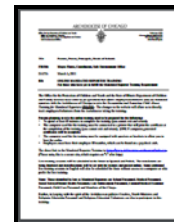**Please click here to access online training**

Please review the following document:

➢ **Online Mandated Reporter Training**

To proceed, click on the following link:
https://www.dcfstraining.org/mannrep/index.jsp
(Please note, this is a secure site, which requires an "s" after http.)

Register on the next screen for the following training:

➢ **Recognizing and Reporting Child Abuse:**
   Training for Mandated Reporters

Upon completion of registration, please proceed to complete the training. You may print a certificate after completion of training.