Please click on this link to access the VIRTUS Registration page:
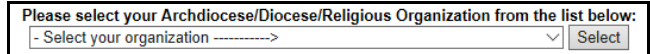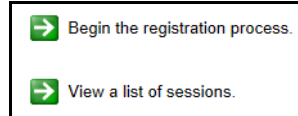
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=15497

Or:

Go to www.virtus.org

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on **Begin the registration process**.

Select the name of your organization **Pittsburgh** - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.

Please enter the access code provided by your Diocese, Parish, or School.

To register as a new user with VIRTUS, you need an access code to proceed. If you do not have the code, contact your parish or school Safe Environment Site Administrator/Coordinator to obtain.

Click **Continue** to proceed.

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 usernames.
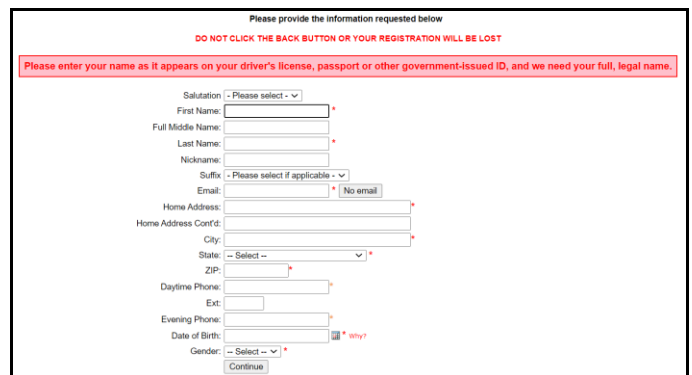
Click **Continue** to proceed.

Provide **all** the information requested on the screen.
Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and Gender.

(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 <u>PRIMARY</u> location (depending on your role) of either:

- **Priests (Pittsburgh)**

- **Deacons (Pittsburgh)** or

- **Seminarians**

by clicking the downward arrow and highlighting the location.

*Note: If you are a **Deacon candidate**, select the location where you serve (you will be able to select "Candidate for Ordination" in the next step).*

Click **Continue** to proceed.

In this step, <u>DO NOT</u> select the location of your training session - you will pick that later.

We are asking for the primary location where you <u>work</u> or <u>volunteer</u>.

Please select the primary location where you <u>work</u> or <u>volunteer</u>.

Location: - Please select -

Continue

Select the role of **Candidate for Ordination, Deacon or Priest** that you serve within the Diocese of Pittsburgh and/or parish/school.

Please check **all** roles that apply.

Click **Continue** to proceed.

Please select the primary location where you <u>work</u> or <u>volunteer</u>.

Location: Clergy (Pittsburgh)

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

☐ **Candidate for ordination**
   Seminarian or Deacon Candidate

☐ **Central Administration Employee**

☐ **Deacon**

☐ **Educator**
   Catholic School Teacher

☐ **Parish Employee**

☐ **Parish Volunteer**

☐ **Preschool/Child Care Services Employee**

☐ **Priest**

☐ **School Employee**

☐ **School Volunteer**

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

Continue

Your selected location(s) and role(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**.

You have chosen following locations and roles:

Clergy (Pittsburgh)
• Priest ✓

Are you associated with any other locations?

Yes   No

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS *Online*™

Please review the following **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania** and respond:

➢ **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

Please review the following **Code of Pastoral Conduct**, and respond:

➢ **Code of Pastoral Conduct**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

Please review the following **Declaration** and respond:

➢ **Declarations**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document." and enter your full name and today's date.

Click on **Continue**.

Please answer the following questions.

Click on **Continue**.

> Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?
> ○ Yes
> ○ No
>
> Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?
> ○ Yes
> ○ No
>
> [Continue]

If you have not previously attended a Protecting God's Children Session within the Diocese of Pittsburgh, please select **No**.

> **Have you already attended a VIRTUS Protecting God's Children Session?**
>
> [YES]   [NO]

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

Click on **Continue**.

(If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Pittsburgh**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Continue.)**

> **Please select the session you wish to attend**
> ○ **Protecting God's Children for Adults (Online Training)**
> ○ **Protecting God's Children for Adults (Online Training in Spanish)**
>
> [Continue]

Here you will see the action items you need to complete.

To complete your online training, click on the link that says, "You have 1 online module assigned."

Or, if you prefer to complete your training in a live class (when available), select "Register for an upcoming session."

> **Current Training**
> You have 1 online module assigned
> Register for an upcoming session
>
> **Background Checks**
> Needed: Child Abuse History Clearance
> Needed: FBI Clearance
>
> **Required Documents**
> Needed: Mandated Reporter Training
>
> **Contacts**
> Your primary contact
> Phyllis Haney
> phaney@diopitt.org
> (412) 456-3093
>
> **My Info**
> Your primary location
> Priests (Pittsburgh)
> Your primary role
> Priest

If you chose an online training, please click on the **green circle** to begin the **Online Training.**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870 or helpdesk@virtus.org. Thank you!

> **Online Training Courses**
>
> To begin your online training, please click the title of your assigned training:
>
> ✓ **Protecting God's Children® Online Awareness Session 3.0**
> Assigned: 01/08/2021
> Due: 01/22/2021
>
> **Other Languages Available (You may change versions)**
>
> Protecting God's Children® Online Awareness Session 3.0 (Spanish)

Within the red boxes, please click on each link to complete the required compliance items presented.

Please contact Colleen Murin at cmurin@diopitt.org to complete the **Child Abuse History Clearance.**

Please contact Colleen Murin at cmurin@diopitt.org to complete the **FBI Clearance**.

If presented with this **"Required Documents"** box, you must complete the **Mandated Reporter Training**. This training will take up to three hours. Once you click within the box, please click on the **Mandated Reporter Training** link to begin the process.

If you have any questions regarding the Background Checks or Required Documents, please contact your Site Administrator within the **Contacts** box. Thank you!