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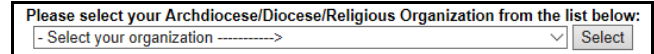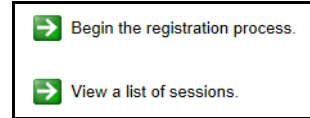
https://www.virtusonline.org/virtus/15497/reg_pwd.cfm?theme=0

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.

> **FIRST-TIME REGISTRANT**
>
> **ESPAÑOL: ACCESO O INSCRIPCIÓN**

> → Begin the registration process.
> → View a list of sessions.

> Please select your Archdiocese/Diocese/Religious Organization from the list below:
> - Select your organization ----------->   [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.

> **Please enter the access code provided.**
> **Click Continue to Proceed.**
>
> [Continue]
>
> To register as a new user with VIRTUS, you need an access code to proceed.
> If you do not have the access code, contact your parish or school Safe Environment Site Administrator/Coordinator to obtain.
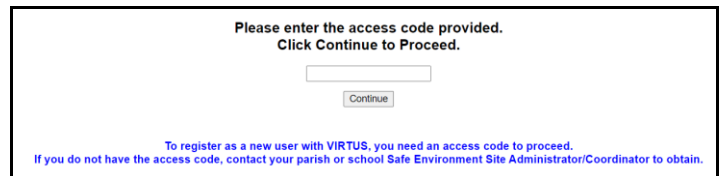
Create a User ID and Password you can easily remember.
This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

> **CATHOLIC DIOCESE OF PITTSBURGH**
>
> **Please create a user id and password that you will use to access your account**
>
> Common names like Mary and John are not good choices as they are most likely already in use.
> Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use.
> We suggest using your full name (without spaces) or email address as they are more likely to be unique.
>
> Create a User ID: [ ]
> Create a Password: [ ]
> [Continue]
>
> Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
> Your password must be at least 8 characters long.
>
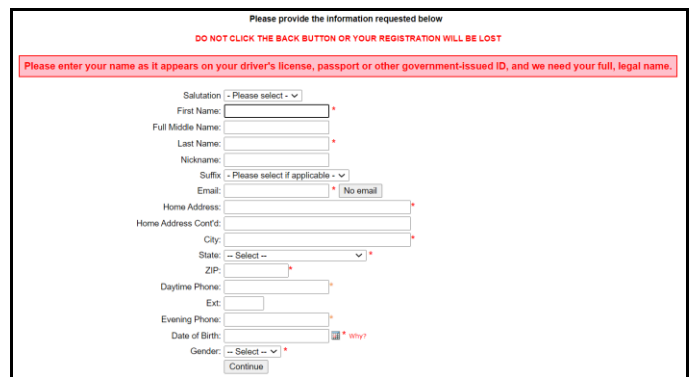> Important note about selecting passwords

---

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.

> **Please provide the information requested below**
> DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST
> Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.
>
> Salutation - Please select -
> First Name:
> Full Middle Name:
> Last Name:
> Nickname:
> Suffix - Please select if applicable -
> Email: No email
> Home Address:
> Home Address Cont'd:
> City:
> State: -- Select --
> ZIP:
> Daytime Phone:
> Ext:
> Evening Phone:
> Date of Birth: Why?
> Gender: -- Select --
> [Continue]

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

Select the <u>PRIMARY</u> 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).

> 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(s) that you serve within the Diocese of Pittsburgh and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check <u>all</u> roles that apply.

Click **Continue** to proceed.

> Please select the primary location where you <u>work</u> or <u>volunteer</u>.
>
> Location: [All Saints Parish (Pittsburgh/Etna) ▽]
>
> 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:**
>
> **All Saints Parish (Pittsburgh/Etna)**
> • Parish Volunteer ✓
>
> **Are you associated with any other locations?**
>
> [Yes]   [No]

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

Please answer the following question.

Click on **Continue**.

> Have you lived in Pennsylvania for the past 10 consecutive years?
> ○ Yes
> ○ No
>
> Continue

If you selected Yes, please review the following **Disclosure Statement Application for Volunteers** and respond:

Disclosure Statement Application for Volunteers

To proceed, please **Confirm** by clicking on: **"I will download, print and sign this document and then return it to my Site Administrator."**

Click on **Continue**.

> **Diocese of Pittsburgh, PA**
>
> **Disclosure Statement Application for Volunteers**
>
> **Disclosure Statement Application for Volunteers**
>
> ☐ I will download, print and sign this document and then return it to my local safe environment coordinator.
>
> 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

Please select **Yes** if your position falls within any of the categories listed. If none apply, please select **No.**

Mandated Reporters

Does your position fall within any of these categories?

- Altar Server - Adult
- Athletic Coach/Volunteer
- Bus Driver
- Cafeteria Worker
- Catechetical Administrator
- Catechist
- Catechist Aide
- Catholic Committee on Scouting Leader/Volunteer
- Chaperone
- Religious Men and Women on Assignment in the Diocese
- Childcare Giver (e.g. cry room, pre-/afterschool program, babysitter, etc.)
- Music Ministry Staff, Paid and Volunteer
- Parish Nurse
- Parish Safe Environment Coordinator
- Parish Social Minister
- Pastoral Associate/Minister
- Pastoral Healthcare Minister
- Playground Monitor
- Preschool Administrator/Aide
- Sacristan Trainer - Youth Altar Servers and/or Lectors
- Youth Ministry Volunteers

○ Yes | ○ No

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

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.

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.

Within the "**Background Checks**" box, you will need to complete the "Needed Child Abuse History Clearance" and, if required, the "Needed FBI Clearance."

If presented with this **"Required Documents"** box, you must complete the **Needed 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!

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

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