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

Registration Instructions
Diocese of Des Moines

Before completing **Protecting God's Children** training Online (or attending a live session), all participants **must** first register with **VIRTUS Online.**

Go to http://www.virtusonline.org

On the left side of the screen, click the green box labeled **FIRST-TIME REGISTRANT,** to begin registration.

To proceed, click on **Begin the registration process.**

Choose the name of your organization:
Des Moines (IA), Diocese from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is highlighted, click **Select**.

Create a Username and a 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.
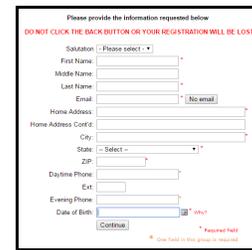
Click **Continue** to proceed.

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

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).)*
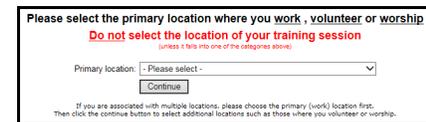
Your selected location(s) are displayed on the screen.

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**.
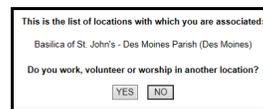
Select the role(s) that you serve within your parish/school.
Please check **all** roles that apply.

Additionally, **enter** your title in the box provided (which best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc).
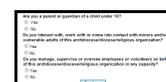
Click **Continue** to proceed to the next screen.

Please select any **additional** roles that may apply.

Click **Continue** to proceed.

Answer three YES/NO questions.

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 the option to select **Online Training** either **English** –or– **Spanish** (or a live Protecting God's Children session, if available).

To select the training you wish to complete, click in the circle next to that training -- then click **OK** within the pop-up box.

(If you chose YES during the previous step, skip this step.)

If you chose **YES**, you will be presented with a list of all **VIRTUS** sessions that have been held in the Diocese of Des Moines.

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

If you correctly entered your email address during the process, you will receive an email confirming your registration.

A message will briefly appear on the next screen, confirming completion of the **VIRTUS** registration process.

If you selected **Online Training**, your VIRTUS training screen opens automatically in just a few seconds… allowing you to begin completion of your training immediately.

If your screen does not open automatically, please go to the VIRTUS Home Page (www.virtusonline.org), enter your Username & Password created during registration, then click **Sign In**…to access your **Online Training**.

Click on the green circle to open the **Online Training**

Click on **CLICK HERE TO START** to begin the **Online Training**

NOTE:
If it becomes necessary to take a break during the training (13 Lessons total), you first must fully complete ALL three (3) parts of the current Lesson

[ie. **1) R**ead Question/Select Answer (click **Submit Answer**, on next screen click **Continue**); **2) W**atch Video; **3) R**eview original Question/Answer (accept original answer or select new answer), click **Submit Answer**. With each answer selected, a detailed explanation for incorrect answers is given.

When question is answered correctly, an explanation is also provided. Click **Continue** to advance to the next screen… where you will see the 1st screen of the "next Lesson" (ie. Lesson 2)**]**.

At this point, you can safely stop the training. Click the **X** in the top corner of the screen. Then, click **Logout,** to close your VIRTUS account screen. Then, sign-in at a later date to complete the remaining Lesson(s).

Upon completion, the last screen will direct you to:
1) CLICK HERE TO PRINT A CERTIFICATE OF COMPLETION
2) CLICK HERE TO CLOSE THE WINDOW

The next screen reflects completion of the **Online Training** (and allows you to print an additional certificate of completion, for your personal records, as well as for your parish and school).

To print a certificate, click on the link labeled **print certificate**.
On the next screen, click on **Open**. When certificate appears on the screen, click on the print icon. From the next screen, click on **OK**. Once printing is complete, close the Adobe Acrobat screen to return to your VIRTUS Online account.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.