

Registration Instructions Diocese of Des Moines

 Before completing Protecting God's Children training Online (or attending a live session), all participants <u>must</u> first register with VIRTUS Online. Go to <u>http://www.virtusonline.org</u> On the left side of the screen, click the green box labeled FIRST-TIME REGISTRANT, to begin registration. 	Image: State in the state
To proceed, click on Begin the registration process.	THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
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 .	Please select your Archdiocese/Diocese/Religious Organization from the list below: - Select your organization> 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.	Perses create a sear of and gasesword that you will see to increase your account Charmon create a large or plant and or pl
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.)	Please provide the Information requested before DD NOT CLOCK THE BACK BUTTON OR YOOR RECESTRATION NULL BE LOST Substration [
Click Continue to proceed.	Home Address Cord: City: Rate: [-Select]
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.	20°
Select the <u>PRIMARY</u> location where you work or volunteer by clicking the downward arrow and highlighting the location.	Please select the primary location where you work , volunteer or worship Do not select the location of your training session Contact take the ore of the unspore stored
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).)	Primary location Charlande select - Private select - Pr
Your selected location(s) are displayed on the screen.	This is the list of locations with which you are associated:
Select <u>YES</u> , if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)	Basilica of St. John's - Des Moines Parish (Des Moines) Do you work, volunteer or worship in another location? YES WO
Otherwise, if your list of locations is complete, select NO .	
Select the role(s) that you serve within your parish/school. Please check <u>all</u> roles that apply.	Please solect the roles that you play within your diocese There are all all and apply. You must sole at least on role Considered for ordination Considered for degramment and and apply and 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).	Beneficial and any first scalar of the
Click Continue to proceed to the next screen.	Title or Docean function: Continue
Please select any additional roles that may apply.	
Click Continue to proceed.	School Taacher School Taacher Vouriere Gescheißfil: Exchore Controls
Answer three YES/NO questions.	As we can a source of a set o
Click Continue to proceed.	Com Company



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If you have <u>not</u> attended a VIRTUS Protecting God's Children Session, choose <u>NO</u> . Otherwise choose YES.	Have you already attended a VIRTUS Protecting God's Children Session?
If you chose <u>NO</u> during the previous step, you will be presented with the option to select Online Training either <u>English</u> –or– <u>Spanish</u> (or a live Protecting God's Children session, if available).	Security and
To select the training you wish to complete, click in the circle next to that training then click OK within the pop-up box.	executionalities of page Are pure that if a game pure part of the definition Charl Charl and pure part part of the definition of the definition and the definition of the definition of the definition definition.
(If you chose YES during the previous step, <u>skip</u> 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.	Please select the session you attended
Choose the session you attended by clicking the downward arrow and highlighting the session then click Complete Registration .	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.	Both table transformation and with the table transformation and withe
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 Into access your Online Training.	Bit Company Company
Click on the green circle to open the Online Training	Online Training Courses Protecting Gods Children® Online Awareness Session 3.0 Assigned 11/2/2018 Construction
Click on CLICK HERE TO START to begin the Online Training	Annual Contract Annual Co
NOTE: If it becomes necessary to take a break during the training (13 Lessons total), you first must fully complete ALL <u>three</u> (3) parts of the <u>current</u> Lesson	Manuary fairs (Strength Strength Angeles Angeles Table 11) Wark Strength Angeles Angele
[ie. 1) Read Question/Select Answer (click Submit Answer , on next screen click Continue); 2) Watch Video; 3) Review 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.	Tanga tan fana ana ana ana ana ana ana ana ana
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)].	and the set of the se
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).	a Marcine Lange Character Section 2 A marcine
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	SmartTrain.com II - Google Chrome Completing this training module. Don't forget to check www.virtus.org regularly for more information. CLICK HERE TO PRINT A CERTIFICATE OF COMPLETION
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.	You indicated that you attended/will attend the following session: Protecting God's Children for Adults Date: 03/14/2010 9:10 AM Loasion: Online *** ATTENDANCE CONFIRMED *** *** ACCOUNT AWAITING APPROVAL *** Print certificate
If you have additional questions about VIRTUS Online training, please contact the	