

## INSTRUCTIONS TO REGISTER FOR ONLINE VIRTUS TRAINING

1. Go to [www.virtusonline.com](http://www.virtusonline.com)
2. In the box on the left hand side of the page, click on "First Time Registrant".
3. On the drop down menu, choose "Scranton" as your diocese. Click "Select".
4. Create a User ID and Password you can easily remember. This establishes your account with the Diocese of Scranton. Write down the User ID and Password for future reference. Then click "Continue" to proceed.
5. Provide the information in the next section. Several fields are required such as name, address, phone number and email address. Click "Continue" to proceed.
6. Select the Primary Location where you work, volunteer or worship. You will be able to select multiple locations later if needed. Click "Continue" to proceed.
7. Select the Role that you serve within the organization. Please check all the roles that apply. Click "Continue" to proceed.
8. Answer three Yes/No Questions and then click "Continue" to proceed.
9. Answer NO to the question of whether you have already attended a Protecting God's Children session. You will then be presented with a list of all upcoming sessions. Choose the Online Session.
10. You have completed the Registration process.
11. To begin the Online Training, click on the title of the training:  
*Protecting God's Children Online Awareness Session 3.0*
12. You don't need to complete the session in one sitting. You can log out of your account then log back in with your User ID and Password to resume. Upon completion of the training you can print a certificate. Submit a copy of the certificate to the location where you work or volunteer.
13. If you have questions, contact Kathy Bolinski, Safe Environment Coordinator at 570-207-1453 or [Kathleen-bolinski@dioceseofscranton.org](mailto:Kathleen-bolinski@dioceseofscranton.org)