

Registration Instructions

Before or after attending a **live** session of **Protecting God's Children** (but not both), all participants **must** register with **VIRTUS Online**.

Go to <http://www.virtusonline.org>

On the left side of the screen, click the yellow link labeled **Registration**, to begin registration.



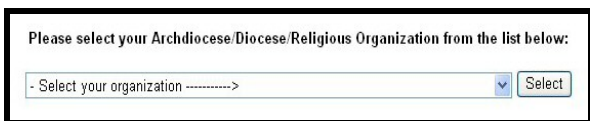
To proceed, click on **Begin the registration process**.

(If you do not know which session you wish to attend, select **View a list of sessions**.)



Choose the name of your organization: **(Cincinnati (OH), Archdiocese)** from the pull-down menu, by clicking the downward arrow and highlighting your organization.

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



Create a User ID and a Password you can easily remember. This is necessary for all participants. This establishes your account within your diocese and 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.

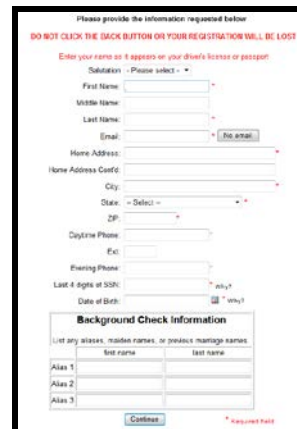
Click **Continue** to proceed.



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, Last 4 digits of SSN, Date of Birth – and any Aliases, Maiden Names or previous Marriage Names.

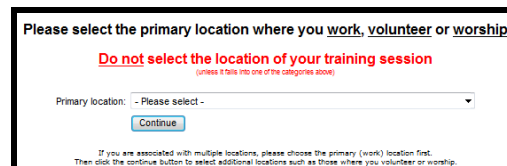
Click **Continue** to proceed.

**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.

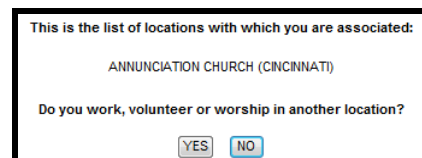
Click **Continue** to proceed.
(Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)



Your selected locations 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**.



Registration Instructions

Select the role(s) that you serve within your diocese and/or parish. (Use the descriptions supplied for each role, to help determine the appropriate role(s) to select.)

Please check **all** roles that apply.

Additionally, please enter your title in the box provided (which best describes your role(s) -- i.e. Business Manager, CCD/PSR volunteer, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

Please select the roles that you play within your diocese

Please check all that apply.

- Employee (Parish/Parchial)**
Anyone who is employed by the parish, school or institution and is NOT certified by the Ohio Department of Education. For example: - Cafeteria staff - Maintenance / Janitorial staff - Administrative staff - Past associates - Business Managers - Paid DRE / CRE - Paid CCD / PSR teachers
- Employee (Diocesan/Eparchial)**
This is for employees of the Archdiocese of Cincinnati (locations only) - Cincinnati, Dayton and Sidney offices. Essential roles to a diocese of the Eastern Christian Church, of which there are no locations in the Archdiocese of Cincinnati.
- Volunteer**
Anyone who volunteers at any Archdiocese of Cincinnati location: For example - Grade school coach - Parish coach - CCD/PSR teacher - Liturgical musician - Sunday Assembly Heritage Day - Field trip chaperone - Festivals
- Priest**
In addition to Archdiocese of Cincinnati priests, this includes all priests receiving faculties from other Dioceses and Religious Orders. This also includes priests who are in residence within the Archdiocese of Cincinnati.
- Deacon**
Ordained Permanent Deacon only
- Candidate for ordination**
Person currently attending classes for the priesthood at the Altarites in Cincinnati, the Priesthood College (preparation in Columbus, or the Bishop Silver Shive College Seminary in Marietta, Ohio. This also includes Transitional Deacons and Parochial Vicars
- Educator**
Anyone who is certified by the Ohio Department of Education to include: - Elementary or high school teacher - Elementary or high school teacher aide or classroom aide - High school coach (paid or unpaid) - Paid activity supervisor (paid or unpaid) - Paid lunchroom or playground monitor - Student teacher - Substitute teacher

If you have a title within your diocese, please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

Answer three YES/NO questions. Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

Yes

No

All registrants must read the **Child Protection Decree**.

Download the **Child Protection Decree**, by clicking the **PDF** icon. Once download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, click on:
I have downloaded and read the Child Protection Decree and agree to its requirements

Archdiocese of Cincinnati
Child Protection Decree

Child Protection Decree Child Protection Decree, Spanish Child Protection Decree Brochure

I have downloaded and read the Child Protection Decree and agree to its requirements

If you have **not** attended a **VIRTUS** Protecting God's Children Session, choose **NO**.

Otherwise choose **YES**.

Have you already attended a Protecting God's Children Session?

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 **Archdiocese of Cincinnati**.

When you find the "live" session you wish to attend, click the circle next to the title for that date. Click **OK** to complete your registration.

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

- Protecting God's Children for Adults**
Where: ALL SAINTS (CINCINNATI)
800 MONTGOMERY ROAD
When: Friday, April 20, 2012
9:00 AM
Estimated length of session: 3 hrs
Spaces remaining: 49 of 50
Language: This session will be conducted in English
Notes:
- Protecting God's Children for Adults**
Where: CHANCELLORS OFFICE (CINCINNATI)
100 EAST EIGHTH STREET
When: Monday, April 30, 2012
8:00 AM
Estimated length of session: 3 hrs
Spaces remaining: 46 of 50
Language: This session will be conducted in English
Notes:

If you chose **YES**, you will be presented with a list of all **VIRTUS** sessions that have been held in the Archdiocese of Cincinnati (starting June 2012).

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

Please select the session you attended

-- Please select --

A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration.

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

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.