

## **INSTRUCTIONS FOR ONLINE REGISTRATION FOR VIRTUS TRAINING AND BACKGROUND CHECK**

1. Before or after attending an instructor-led (live) session, all participants must 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.
2. 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.)
3. Choose the name of your organization: Chicago (IL), Archdiocese from the pull-down menu, by clicking the downward arrow and highlighting your organization. Once your organization is highlighted, click Select.
4. Create a User ID and Password you can easily remember.  
This is necessary for all accounts. This establishes your account with the VIRTUS System.  
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.
5. 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.
6. Select the PRIMARY location with which you are associated by clicking the downward arrow and highlighting the location.
7. Next select all the role(s) that you perform at this location  
Please check all roles that apply.  
Click Continue to proceed.
8. Your chosen location is displayed on the screen, along with the roles you selected.  
Select YES, if you are associated with any additional locations.  
Otherwise, if your list of locations is complete, select NO.
9. Please answer the following two questions.  
Do you interact with, work with or come into contact with minors and/or vulnerable adults of the archdiocese?  
Are you employed in a location within the Archdiocese, parish, or school? Click Continue to proceed.
10. Have you already attended a session?  
If you have not attended a VIRTUS Protecting God's Children session, choose NO.  
Otherwise, choose YES.

11. If you chose NO during the previous step, you will be presented with a list of upcoming VIRTUS Protecting God's Children instructor-led sessions scheduled for the Archdiocese of Chicago.  
When you find the instructor-led session training you wish to attend, click the circle -- and then click Complete Registration.  
(If you chose YES during the previous step, you are post-registering for a past session. You will be presented with a list of all past instructor-led VIRTUS sessions conducted in the Archdiocese of Chicago. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click Complete Registration.)
12. If you are a VOLUNTEER, you are required to complete a background check and read the following required documents.  
Please review the following and respond:  
CANTS (Child Abuse & Neglect Tracking System)  
To proceed, please Confirm by checking the box:  
"I will download this form, fill it out and return it to my parish or school office".
13. Please review the following and respond:  
Code of Conduct for Church Personnel  
To proceed, please Confirm by checking the box:  
"I have downloaded, read, and understand this document"  
Please provide an electronic signature to confirm you have read this document and enter your full name and today's date. Please return it to your parish or school office.  
Click Continue to proceed.
14. Please review the following and respond:  
Declarations  
To proceed, please Confirm by checking the box:  
"I have downloaded, read, and understand this document"  
Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.  
Click Continue to proceed
15. As a VOLUNTEER, you are required to complete a background check. Please follow the instructions on the screen to proceed.  
Click here to complete your background check.
16. Your background check registration on VIRTUS Online is completed.  
You will receive an email link to access S2Verify to complete your background check process.  
Thank you for completing the registration process!