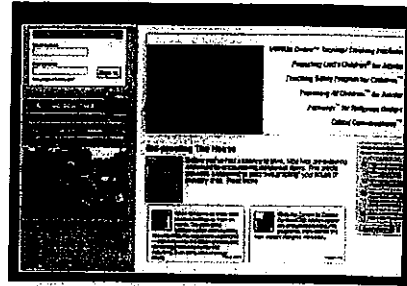


Registration Instructions

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.



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

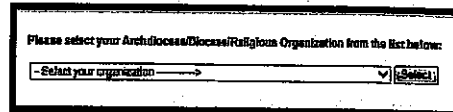
(If you do not know which session you wish to attend, select **View a list of sessions**.)



Choose the name of your organization:

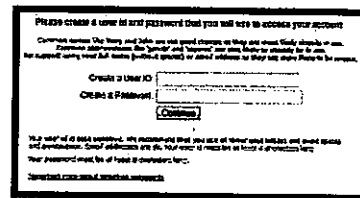
Palm Beach (FL), Diocese from the pull-down menu, by clicking the downward arrow and highlighting your organization.

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



Create a User ID and 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.

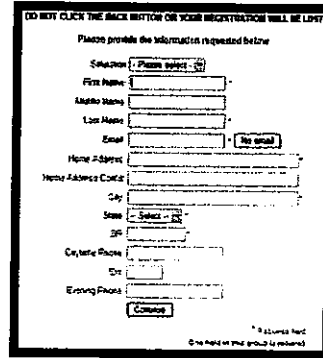


Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, and Phone Number.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

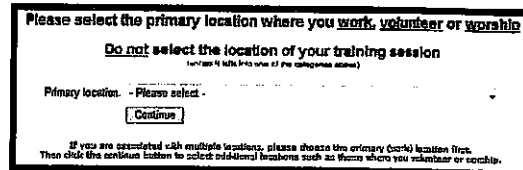
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

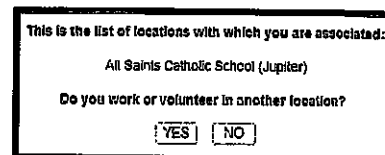
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



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**.



Registration Instructions

Select the role(s) that you serve within the Diocese of Palm Beach and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **Continue** to proceed.

Please select the role(s) that you play within your diocese.

Please check all that apply.

<input type="checkbox"/> Coordinator for education Lecturers and Activities Staff, parent coordinators	<input type="checkbox"/> Employee (Parish/Priest)
<input type="checkbox"/> Deacon	<input type="checkbox"/> Finance Lays all financial support as a member of clergy, past or present
<input type="checkbox"/> Minister Caring, teaching, preaching, liturgical ministry in a secular field	<input type="checkbox"/> Parent
<input type="checkbox"/> Religious (Diocesan/Episcopal) Lays all, lay, or lay with priest	<input type="checkbox"/> Volunteer Non-employee and non-employee who has not received training and approval for the position, full or part-time, regular or occasional

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 Position Function: _____

Please select any additional roles that you serve within your diocese.

Please check **all** roles that apply.

Click **Continue** to proceed.

Please select any additional roles that you play within your diocese.

Please check all that apply.

Vendor
Any person who is employed outside of the diocese who is contracted to perform services to our diocesan schools.

Please answer the following questions:

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

"Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese?"

"Do you manage, supervise or oversee employees or volunteers on behalf of the diocese in any capacity?"

Click **Continue** to proceed.

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

Yes
 No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

Yes
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

Yes
 No

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

Otherwise, choose **YES**.

Have you already attended a session?

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 **Diocese of Palm Beach**.

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 will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Palm Beach**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

Please select the session(s) you wish to attend

Protecting God's Children for Adults

Where: St. Benedict Church (St. Lucie) 4440
350 HWY California Avenue
When: Saturday, June 9, 2010
9:00 AM

Estimated length of session: 2 hrs
Session recording: available
Language: This session will be conducted in English
Whether available: Yes

Protecting God's Children for Adults

Where: Holy Spirit Church (Lantana)
P.O. Box 2070
When: Saturday, July 7, 2010
10:00 AM

Estimated length of session: 2 hrs 15 min
Session recording: 15 of 20
Language: This session will be conducted in English
Cost: Virtual class accessibility. Please, no tickets, seats, or any. Most arrive on time to get credit for attendance.

Whether available: Yes

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

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

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

Thank you for registering with **VIRTUS Online**.

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.

A note regarding emails:

The rise in SPAM emails has created an equal rise in the aggressiveness of the measures to combat it. Consequently, many of our emails are blocked by SPAM filters. If you are using any software or tools to filter your email program to filter SPAM, please make sure that you allow messages from **virtus@nccr.org**. You may also want to contact your network administrator to make sure that your network allows messages from **virtus@nccr.org**. SPAM filtering at the network level often forces emails not to be sent.