

How to register for VIRTUS

Log on to the VIRTUS website: <http://www.virtus.org>

“Click” on **Registration** (menu bar on the right side of the page).

Select the **Begin the registration process** option.

From the drop down menu,

Please select your Archdiocese/Diocese/Religious Organization from the list below:

Scroll down until you find: **St. Paul and Minneapolis, MN (Archdiocese).**

“Click” on it and that will now fill the selection box, “Click” on the *select button*.

You will be asked to create a user id and password to access your account.

Fill out the information fields (please note the required fields).

The next screen asks you to select the primary location where you volunteer or worship (*NOTE: This is not the screen for registering for a VIRTUS session but identifies your “home” parish*).

Scroll down until you find: **St. Joseph The Worker (Maple Grove).**

“Click” on it and that will now fill the selection box, “Click” on the *Continue button*.

You will be asked if you work, volunteer or worship in another location?

“Click” appropriate button.

The next few screens have check boxes to select the roles that you play within your diocese. Select all that apply and “Click” on the *Continue button*. The final screen in this series will ask if you have attended a *Protecting God's Children Session*. Select the **“NO”** button.

The next page should be a list of all of the up-coming VIRTUS training sessions in the Archdiocese (listed by date). Scroll down until you find a date and/or location that you wish to attend (you do not need to attend a session at St. Joseph The Worker, any location that works for you is acceptable). “Click” on the *Protecting God's Children for adults* button. You will get a pop-up screen asking if you are sure this is the session you want (if it is) “Click” OK.

BINGO you are registered!