

**Before** completing the **Healthy Relationships for Teens** training online, please first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=15304](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=15304)

Or, please register by going to [www.virtus.org](http://www.virtus.org) and click on 'First Time Registrant'.



**Create** a user ID and a 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.

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

**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.

*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.*

Please provide the information requested below

**DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST**

Salutation:

First Name:

Full Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

**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).*

Please select the primary location where you work, volunteer or worship.

**Do not select the location of your training session**  
(unless it falls into one of the categories above)

Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

**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**.

For any additional roles, please disregard and Click **Continue**.

This is the list of locations with which you are associated:

310 Prospect Park West (Brooklyn)

Do you work or volunteer in another location?

**Please** read the **Code of Conduct** and acknowledge the 'I've downloaded, read, and understand the Catholic Diocese of Brooklyn's Code of Conduct'.

Click **Continue** to proceed.

Diocese of Brooklyn

Code of Conduct

Code of Conduct

I've downloaded, read, and understand the Catholic Diocese of Brooklyn's Code of Conduct.

# Registration Instructions Teen Program – Diocese of Brooklyn

Please answer the questions presented.

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

Are you an employee or volunteer?  
 Employee  
 Volunter

Are you employed or volunteer at a Catholic high school?  
 Yes  
 No

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

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

Please click inside the circle to select the **Healthy Relationships for Teens/PGCA**.

Please select the session you wish to attend

Healthy Relationships for Teens/PGCA

Click on **Go to VIRTUS Online** and enter your created User ID and Password to log into the online training.

[A note regarding emails:](#)

In the aggressiveness of the measures to combat it. Consequently, many email clients have begun to filter SPAM, please make sure that you allow messages from [system@virtus.org](mailto:system@virtus.org). SPAM filtering is the number one reason why you may not receive our emails. We have updated our email work allows messages from [system@virtus.org](mailto:system@virtus.org). SPAM filtering is the number one reason why you may not receive our emails.

Click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

**Online Training Courses**

To begin your online training, please click the title of your assigned training:

**Healthy Relationships for Teens/PGCA**  
Assigned: 06/14/2018  
Due: 06/28/2018

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. **Thank you!**

