THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS Online™

Diocese of Winona - Rochester
Registration Instructions

Before or **after** attending an instructor-led (live) session or registering for online training, all participants **must** register with **VIRTUS** *Online*.
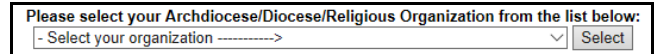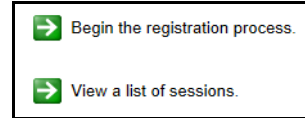
Click on this link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18682

Or:

Go to http://www.virtusonline.org

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process. Select the name of your organization **Winona - Rochester - Diocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.
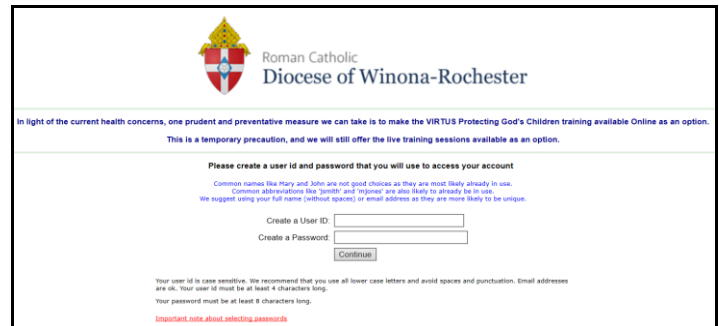
FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

→ Begin the registration process.

→ View a list of sessions.

Please select your Archdiocese/Diocese/Religious Organization from the list below:
- Select your organization ----------->   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 usernames.

Please note: In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option.

This is a temporary precaution, and we will still offer the live training sessions available as an option.

Click **Continue** to proceed.

Roman Catholic
Diocese of Winona-Rochester

In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option.
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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: Continue

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.
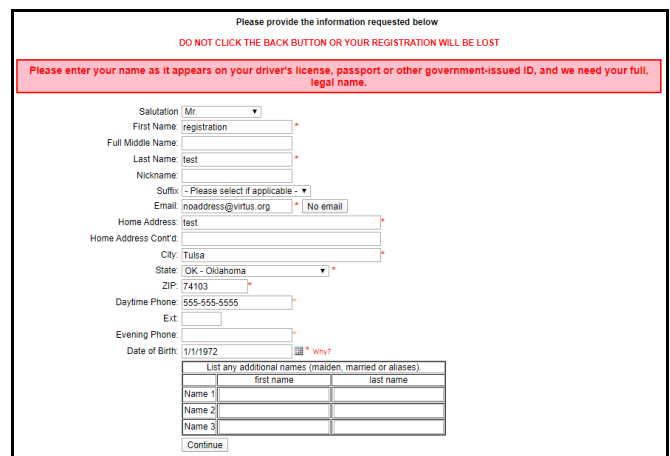
Important note about selecting passwords

Provide **all** the information requested on the screen.
Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and any Aliases.

(Note: Do not click the back button or your registration will be lost.)
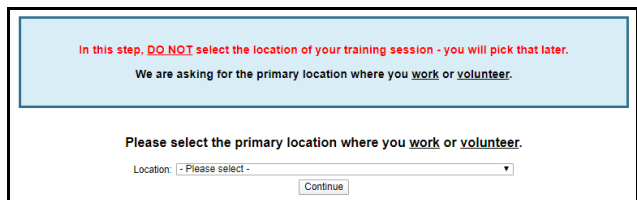
Click **Continue** to proceed.

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 Safe Environment 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

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation: Mr.
First Name: registration
Full Middle Name:
Last Name: test
Nickname:
Suffix: - Please select if applicable -
Email: noaddress@virtus.org   No email
Home Address: test
Home Address Cont'd:
City: Tulsa
State: OK - Oklahoma
ZIP: 74103
Daytime Phone: 555-555-5555
Ext:
Evening Phone:
Date of Birth: 1/1/1972   * Why?

List any additional names (maiden, married or aliases).

	first name	last name
Name 1		
Name 2		
Name 3		

Continue

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).

In this step, DO NOT select the location of your training session - you will pick that later.
We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.
Location: - Please select -
Continue

Your selected location(s) are displayed on the screen.

Select the role(s) that you serve within the Diocese of Winona - Rochester 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 **Yes** if you have any additional locations or click **No** to continue.

Please review the following and respond (employee or volunteer):

➢ **Code of Conduct for the Diocese of Winona - Rochester**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand the Code of Conduct" and enter your full name and today's date.

Click on **Continue**.

Please answer Yes or No to whether you are employed in a location within the diocese, parish, or school?

Click on **Continue**.

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

Otherwise, choose **YES**.

If you chose <u>NO</u> 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 Winona – Rochester** <u>or</u> the option to select **online training.**

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose <u>YES</u> during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Winona - Rochester**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration.)**

> **Please select the session you wish to attend**
>
> ○ Protecting God's Children for Adults (Online Training)
>
> ○ Protecting God's Children for Adults (Online Training in Spanish)
>
> ○ Protecting God's Children for Adults
>
> Where: Loyola Catholic Schools-Mankato (Mankato)
> 145 Good Counsel Drive
> When: Thursday, May 21, 2020
> 3:00 PM
> Estimated length of session: 0 hrs
> Spaces remaining: 4 of 10
> Language: This session will be conducted in English
> Notes: This class is limited to Summer Clubhouse Employees at Loyola.

If you are a <u>volunteer</u>, you are required to complete a background check, please click on **Submit Background Check** to complete a background check on the **s2verify** secure website.

> **Background Check**
>
> You are required to have a background check.
>
> All of your information is prepared and ready to send to s2verify-v2.
>
> Please click the button below when you are ready to submit your information
>
> [Submit Background Check]

Please then click the link: **Begin your background check.**

> **Background Check**
>
> The background check provider has received your information. Please click the link below to complete the process at their secure website.
>
> **Begin your background check**

Within s2verify, please start the background check process.

> Diocese of Winona-Rochester
>
> **Background Screening**
>
> → 1. Location Confirmation
>
> 2. Electronic Consent
>
> 3. Background Check Request
>
> [START PROCESS]

If you chose online training, please 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.

After you attend the training session or complete the online training, you will receive an email of approval.

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

Thank you for completing the registration process!

> ## Online Training Courses
>
> To begin your online training, please click the title of your assigned training:
>
> ✓ **Protecting God's Children® Online Awareness Session 3.0**
> Assigned: 05/20/2020
> Due: 06/03/2020