

## Online Registration Instructions

1. You will need to register online with the VIRTUS Program. Go to <http://www.virtus.org>.  
On the left-hand side of the page, click the green button labeled “FIRST-TIME REGISTRANT.”
2. Click “Begin the registration process”
3. Click the downward arrow and then choose “Monterey (Diocese)” from the pull-down menu. Then click “Select.”
4. Create a user ID and a password you can easily remember and WRITE IT DOWN! We recommend the use of your email address as the user ID. Click “Continue” to proceed.
5. Provide the information requested on the following page. Several fields are required, such as name, address, phone number and email address. Click “Continue” to proceed.
6. Click the down arrow and then choose “Diocese of Monterey” from the pull-down menu. Then click “Continue.”
7. “Diocese of Monterey” should be displayed as your list of locations. Choose NO to continue.
8. Select the role(s) that you serve within the Diocese. Please check all roles that apply. Additionally, if you have a title, enter it in the box, i.e., Teacher, DRE, Catechist, etc. If you do not have a title, please briefly describe what you do for the diocese. Click “Continue” to proceed.
9. Answer three YES/NO questions and then click “Continue”.
10. Select whether you would like to take the training in English or Spanish and click “Complete Registration”.
11. A pop up will appear confirming the training you have selected. If correct, hit “Ok”.
12. You will see a message on your screen confirming that you have completed the registration process. If you correctly entered your email address during the process, you will receive an email confirming your information.
13. You will be directed to the main page of the VIRTUS toolbox. Under Online Training Courses, please click **“Protecting God’s Children® Online Awareness Session 3.0”** and follow the prompts to complete the training.

If you have additional questions about the registration process, please contact your session’s facilitator, your coordinator, or the VIRTUS Help Desk at 1-888-847-8870.