

# DIOCESE OF WINONA-ROCHESTER HOW TO REGISTER FOR VIRTUS TRAINING

1. GO TO [www.virtusonline.org](http://www.virtusonline.org)
2. ON THE LEFT-HAND SIDE OF THE PAGE, CLICK THE GREEN BOX LABELED **“FIRST-TIME REGISTRANT”**.
3. CLICK **“BEGIN THE REGISTRATION PROCESS.”**
4. CHOOSE **“WINONA-ROCHESTER (DIOCESE)”** FROM THE PULL- DOWN MENU AND CLICK SELECT.



5. CREATE A USER ID & PASSWORD YOU CAN EASILY REMEMBER.
6. PROVIDE THE NECESSARY INFORMATION. THE EMAIL ADDRESS YOU LIST WILL ONLY BE USED TO CONTACT YOU WHEN IT IS TIME FOR RECERTIFICATION ONLINE TRAINING. THIS OCCURS EVERY FIVE YEARS.
7. SELECT THE PRIMARY LOCATION WHERE YOU VOLUNTEER/WORK. IF APPLICABLE, YOU MAY ADD ADDITIONAL LOCATIONS.
8. SELECT YOUR ROLE(S) WITHIN THE PARISH/SCHOOL. IF YOU ARE A CATECHIST, PLEASE SELECT VOLUNTEER AND NOT EDUCATOR.
9. ANSWER THREE YES/NO QUESTIONS.
10. SELECT THE SESSION YOU WANT TO ATTEND AND CLICK **“COMPLETE REGISTRATION”**
11. LAST STEP, CLICK ON **“CLICK HERE TO COMPLETE YOUR BACKGROUND CHECK”**.

12. WHEN YOU RECEIVE THE EMAIL TO COMPLETE THE BACKGROUND CHECK PROCESS PLEASE CLICK ON THE LINK ‘GET STARTED’ TO BE DIRECTED TO THE BACKGROUND COMPANY (S2VERIFY) SECURE WEBSITE.



THANK YOU FOR HELPING KEEP OUR CHILDREN AND YOUNG ADULTS SAFE!