



Diocese of Springfield in Illinois

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Office for Safe Environment

During the current COVID-19 crisis, we are unable to provide in-person Protecting God's Children training sessions. If an individual in your parish or school needs this training, we are currently offering an online alternative. Here are the step-by-step instructions of how to complete this online training:

1. Visit <https://www.virtusonline.org/virtus/index.cfm?>
2. Click on "First-Time Registrant" and follow the account registration process.

3. When you get to this step:

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Please select the session you wish to attend

- Protecting God's Children for Adults
 - Where: St. Paul Parish (Highland)
 - When: Thursday, July 2, 2020
8:30 PM
 - Estimated length of session: 2 hrs
 - Spaces remaining: unlimited
 - Language: This session will be conducted in English
 - Wheelchair accessible: Yes

- Protecting God's Children for Adults
 - Where: St. Paul Parish (Highland)
 - When: Thursday, August 6, 2020
8:30 PM
 - Estimated length of session: 2 hrs
 - Spaces remaining: unlimited
 - Language: This session will be conducted in English
 - Wheelchair accessible: Yes

- Protecting God's Children for Adults
 - Where: St. Paul Parish (Highland)
 - When: Thursday, September 3, 2020
8:30 PM
 - Estimated length of session: 2 hrs
 - Spaces remaining: unlimited
 - Language: This session will be conducted in English
 - Wheelchair accessible: Yes

- Protecting God's Children for Adults
 - Where: St. Paul Parish (Highland)
 - When: Thursday, October 1, 2020
8:30 PM
 - Estimated length of session: 2 hrs
 - Spaces remaining: unlimited
 - Language: This session will be conducted in English
 - Wheelchair accessible: Yes

- Protecting God's Children for Adults
 - Where: St. Paul Parish (Highland)
 - When: Thursday, November 5, 2020
8:30 PM
 - Estimated length of session: 2 hrs
 - Spaces remaining: unlimited
 - Language: This session will be conducted in English
 - Wheelchair accessible: Yes

[Continue](#)

Do not select a live session to register for...just select "Continue" at the bottom of the page.

You will then see this page:

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The logo for VIRTUS Online features the word "VIRTUS" in a bold, serif font, followed by "Online" in a cursive script. To the left of "VIRTUS" is a small icon consisting of a 3x3 grid of squares.

You did not select a training session.

Do you want to register for a training session at this time?

YES NO

Again, do not register for a live training...click "no."

4. Once you have submitted your account registration for approval, **email the Diocesan Director of Office for Safe Environment at asmith@dio.org to inform her that you need access to the online training module.** Once you have been assigned the module, you will receive an email.
5. To access the online training, log in to your VIRTUS account. At the top of the page, click on the "Training" tab. On this page you should see the "Protecting God's Children Online Awareness Session." Click the title of the training to begin. NOTE: from the date the training was assigned, you will have 30 days to complete this session.
6. Once you have completed this training, you will always have access to your certificate of completion on your VIRTUS account. The Office for Safe Environment will record your training completion in the diocesan database.