


Before completing **Protecting God's Children** training online, all participants **must** first register with **VIRTUS Online**.

Go to the Diocesan website <http://salinadiocese.org> -- click on the Promise to Protect Pledge to Heal icon at the bottom of the screen.

Then click on the **VIRTUS Registration** button  to go to the VIRTUS Registration page.



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.

If you already have a VIRTUS account, please go to www.virtus.org and enter your user id and password.

Click **Continue** to proceed.

If you already have a VIRTUS account, please go to www.virtus.org and enter your user id and password.

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 Jimmy and Trish 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:

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 4 characters long.

Important note about selecting passwords

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.

(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 CLICK THE BACK BUTTON ON YOUR BROWSER ONLY DO NOT

Please provide the information requested below

Location:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

* Required Field
* One field in this group is required

Select the primary location that directed you to register with VIRTUS Online.

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 that directed you to register with VIRTUS Online

Location:

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

Select **NO** if your list of locations is complete.

Select **YES** if you need to add secondary/additional locations. Please select another location where you work, volunteer, or worship. You will have the option to add additional locations as needed.

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

Christ The King Parish (Wakeeney)

Do you work, volunteer or worship in another location?

Please select another location where you work, volunteer, or worship.

Location:

Select the role(s) that you serve within your parish. Please check all roles that apply.

Additionally, **enter** your title in the box provided (which best describes your role within the Diocese -- i.e. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

Please select the roles that you play within your diocese

Please check all that apply. You must select at least one role.

Candidate for Ordination

Deacon

Educator (Catechist, religious educator, and administrators of diocesan and parish activities, including substitute teachers. Coaches are also included. Do not check this role if you are an education minister.)

Employee (Diocesan/Parochial)

Employee (Parish/Parochial) (All parishes have paraprofessionals or employees who are employed by and work directly for the diocese or parochial level and are paid. Please select this role if you are a paraprofessional, paraprofessional, or teacher who are not diocesan teachers and religious education ministers.)

Priest

Volunteer (All volunteers who assist the diocese/parish (including parishes and schools) such as catechists, youth ministers, and other activities.)

If you have a title within your diocese, please enter it below.

If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan Function:


All registrants must read the **Diocese of Salina, Code of Conduct**

Download the **Diocese of Salina, Code of Conduct**, by clicking the **PDF** icon. Once download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, click on:

"I have downloaded, read, and understand the policies and procedures relating to the Code of Conduct"

Diocese of Salina
Code of Conduct



Code of Conduct

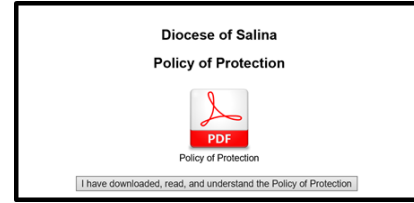
Diocese of Salina Registration Instructions

All registrants must read the **Diocese of Salina, Policy of Protection**

Download the **Diocese of Salina, Policy of Protection**, by clicking the **PDF** icon. Once download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, click on:

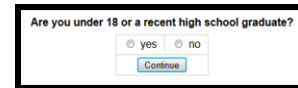
“I have downloaded, read, and understand the Policy of Protection”



Please answer **yes** or **no** to the following question:

“Are you under 18 or a recent high school graduate?”

Click Continue to proceed.

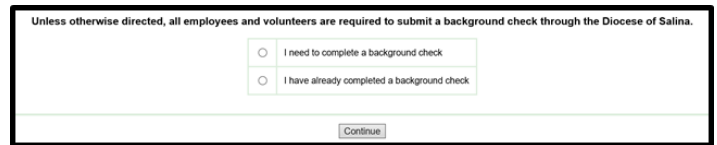


Please select an answer to the following statement:

“Unless otherwise directed, in whatever role you serve in your Parish, School or Diocese, you are required to submit a background check through the Diocese of Salina.”

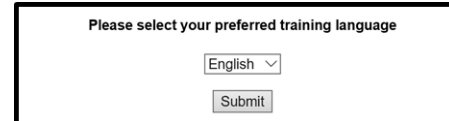
- I need to complete a background check
- I have already completed a background check

Click **Continue** to proceed.



To select the **Online Training** you wish to complete, click the dropdown for either **English** –or– **Spanish**.

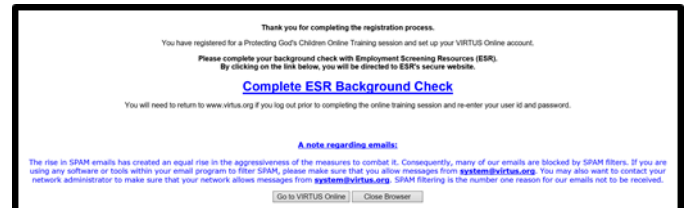
Click **Submit** to proceed.



To complete a **Background Check**, click on the designated **link**: [Complete ESR Background Check](#)

This **link** will direct you to the Employment Screening Resources (ESR) secure website. Upon completion of the background check process through **ESR**, your VIRTUS Online training will instantly appear on the next screen.

If you are **not** required to complete a background check, your VIRTUS Online training will instantly appear on the next screen upon completion of your registration.



Click on the **green circle** to begin the **Protecting God's Children Online® Awareness Session 3.0** online training course.

If you need to stop at any time during the course, you will have the ability to log back in to virtus.org and enter your username and password to start at the lesson where you left off.



Upon completion of the online training, you will have the ability to print a certificate by clicking on the “Print Certificate” link on the last screen of the training for your records.

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

Thank you for completing the registration process!

