

Registration Instructions Archdiocese of Miami

Before completing **Protecting God's Children Online Awareness Session 4.0 Miami** training online, all participants **must** first register within **VIRTUS Online**.

Please register by going to <https://www.virtus.org> and click on 'First Time Registrant' or click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=15907

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

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 usernames.

Click **Continue** to proceed.



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, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last for of SSN and Date of Birth.

(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 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: Please select - ▾
First Name:
Full Middle Name:
Last Name:
Nickname:
Suffix: Please select if applicable - ▾
Email: * No email
Home Address:
Home Address Confid:
City:
State: -- Select -- ▾
ZIP:
Daytime Phone:
Ext:
Evening Phone:
Last 4 digits of SSN: why? [No SSN]
Date of Birth: why?

Continue

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Please select the primary location where you work or volunteer, and you will have an opportunity to distinguish between parish and school when you click 'Continue' and with the ability to select multiple locations.

Click **Continue** to proceed.

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

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

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

Additionally, enter your title in the box that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click Continue to proceed.

Please select the primary location where you work or volunteer.

Location:

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

Please select at least one primary role you perform at this location

☐ Candidate for ordination

☐ Deacon
Homebound/Hospital Volunteer

☐ Educator
School administration, faculty and teacher aides only within the Archdiocese of Miami Schools

☐ Employee-Diocese
All paid faculty and staff of ADOM schools, Pastoral Center departments and ministries, Catholic Charities, and Catholic Health Services

☐ Employee-Parish
Paid staff, director of religious education, coordinator of religious education

☐ Priest

☐ Vendor/Contractor

☐ Volunteer

Please select any additional roles you perform at this location

☐ Seminarian

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

To Select any additional locations and roles, please select Yes.

Please select No if finished.

You have chosen following locations and roles:

All Saints (Parish) (Sunrise)

• Volunteer ✓

Are you associated with any other locations?

Please answer the four questions.

Please click on **Continue**.

Are you a parent or guardian of a child under 18?

☐ Yes
☐ No

Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?

☐ Yes
☐ No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?

☐ Yes
☐ No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

☐ Yes
☐ No


Please acknowledge the document presented.

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document" and enter your full name and today's date.

Click on **Continue**.

Archdiocese of Miami, FL

Employee Pledge to Promote Safe Environment



Employee Pledge to Promote Safe Environment

☐ I hereby represent that I have downloaded, read, and understand this document.


Please provide an electronic signature to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

Archdiocese of Miami, FL

Volunteer Pledge to Promote Safe Environment



Volunteer Pledge to Promote Safe Environment

Spanish | Creole

☐ I hereby represent that I have downloaded, read, and understand this document.

Please provide an electronic signature to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

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If you chose **NO** during the previous step, you will be presented with online sessions scheduled for the **Archdiocese of Miami**.

If you chose **YES** during the previous step, you will be presented with a list of all classroom sessions from the last several years. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**. If you attended prior to five years ago, you will need to take the online session.

Have you already attended a VIRTUS Protecting God's Children Session?

YES NO

Please select the session and then click **Continue**.

Please select the session you wish to attend

- ☐ Protecting God's Children Online Awareness Session (Online Training in English)
- ☐ Protecting God's Children for Adults (Online Training in Spanish)

Continue

Please click on You have 1 online module assigned and then click on the **green circle** to begin the **Protecting God's Children Online Awareness Session 4.0 Miami Training**.

Upon completion, the last screen will allow you to **print** your Training Report, and you always can log back into your account and access the certificate by clicking on the Training Report.

Current Training



You have 1 online module assigned

Online Training Modules

To begin your online training, please click the title of your assigned training:

 [Protecting God's Children® Online Awareness Session 4.0_Miami](#)

Assigned: 12/30/2022

Due: 01/13/2023

Other Languages Available (You may change versions)
Otros idiomas disponibles (puede cambiar versiones)

Change to: Protecting God's Children® Online Awareness Session 4.0 (CC_English Subtitles)
Change to: Protecting God's Children® Online Awareness Session 4.0 (Korean Subtitles)
Change to: Protecting God's Children® Online Awareness Session 4.0 (Portuguese Subtitles)
Change to: Protecting God's Children® Online Awareness Session 4.0 (Vietnamese Subtitles)
Change to: Protecting God's Children® Online Awareness Session 4.0_Miami (Spanish)

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

Thank you for registering!

A PROGRAM AND SERVICE OF

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

