**VIRTUS REGISTRATION INSTRUCTIONS**

**New Registrants**

1. Go to [www.virtusonline.org](http://www.virtusonline.org)
2. On the left side, click on the “Registration” tab
3. The next screen gives you 3 options:
   * “Begin the registration process”
   * “View a list of sessions” (these are for *live trainings* that are scheduled in the diocese and updated as they are scheduled or completed). This can be a good option if you think that you may want to see what’s available before committing to live or on-line training.
   * **“Click here to view a brief tutorial of the registration process”** – strongly suggest you watch this, as it gives good information that walks you through it
4. Ultimately, whether you sign up for a live training session or not, you will need to register. If you choose to do on-line training, you will need to register and wait a day or two to actually complete it so that an account can be created for you. Once that is done, you will then log-in with the user name and password you created to take the on-line training.
5. Registration process:
   * Click on “Begin the registration process”
   * Follow the prompts.
   * PLEASE be sure to designate:
     1. “**San Bernardino** (diocese)”
     2. “**St. Joseph (Upland)”** (not training session location)
        1. If you are an employee or minister at a school or other diocesan location, you will eventually be able to include that location and the employee/volunteer designation for that location.
     3. Another screen will ask if you have attended a “Protecting God’s Children Session”? **Answer NO,** unless you have specifically taken VIRTUS training before in our diocese (this is different than our prior Safe Environment and Mandated Reporter trainings).
   * Your ministry – use your ministry title, i.e. Ushers, Homebound, etc.
   * Click on all roles that apply to your ministry (more than 1 can be designated). Please pay special attention to the following, as these are very specific designations:
     1. **“Scouts” –** Leaders and parents or anyone helping in any part of the scouting programs
     2. **“Volunteer” –** Part of any ministry that is part of the ***Catechetical process***, for example: catechist, catechist assistant, RCIA, Liturgy of the word for children, altar server coordinator, Baptismal and Marriage preparation, etc.
     3. **“Volunteer Catechist/Catequista Voluntario/a” -** Volunteer Catechist/Catequistas Voluntarios – Includes all volunteers in any sacramental preparation program, Children’s Faith Formation, Edge and Confirmation.
     4. **“Volunteer with Minors/Voluntario con Menores” -** This does **NOT** include Individuals, Parents, and/or Guardians that volunteer in the Religious Education Program and or Catholic Schools. Includes the following: Altar Servers, Childrens/Youth Choir, Children's Liturgy, Child Care, etc. No incluye individuales, padres y/o guardianes que asisten en la educación religiosa o escuelas Católicas. Incluye los siguientes: Monaguillos, Coro de Niños, Liturgia de Niños, Cuidado de Niños, etc..
     5. **“Volunteer/Voluntario/a” -** Anyone who ministers in the following: Catholic School Volunteer, Eucharistic Minister, Usher, Lector, Adult Choir, Prayer Group, etc… Aquellos que forman parte de los siguientes ministerios: Voluntarios en una(s) escuelas catolicas, Ministro de Eucaristía, Lector, Ujier, Coro de adultos, grupo de oracion, etc...
     6. **“Youth Minister” –** only for paid employees with this job description
     7. **“Youth Ministry” –** This includes all volunteers in the LifeTeen program and their field trips. This does **NOT** include those ministering in the Confirmation, Children’s Faith Formation/RCIA, Children’s Liturgy/Sunday School, Edge or Scouting programs.
   * Here are examples for you as a reference:
     1. All volunteers in RCIA, Baptismal and Marriage Prep, Children’s Faith Formation, Edge and Confirmation – check **“Volunteer”** and **“Volunteer Catechist/Catequista Voluntario/a”; Do NOT check on “Volunteer with Minors”**
     2. Eucharistic Ministers, Readers, Ushers, Master of Ceremony, Office and VBS volunteers, Choir – check **“Volunteer/Voluntario/a”**
     3. All volunteers in Children’s Liturgy/Sunday School, Altar Server Coordinator and adults helping with Children’s Choir - **“Volunteer”** and **“Volunteer with Minors/Voluntario con Menores”**
     4. LifeTeen volunteer **- “Volunteer with Minors/Voluntario con Menores”** and **“Youth Ministry”**
   * **DIOCESAN RULES for ANYONE WORKING as a CATECHIST or with YOUTH in ANY CAPACITY:**
     1. This requires you to log in every month to read the training bulletins. You will need to read 8 of 12 bulletins to stay current annually. If this is not done, you will fall out of compliance and will have to retrain. You also need to be designated in one of the above categories (Volunteer Catechist, Teacher’s Aide, Youth Ministry, Working with Minors).

Revised 9/25/17