

Pre-Registration Instructions for Protecting God's Children **Online Training**

1. Go to <http://www.virtusonline.org>
2. Click on "First-Time Registrant" (below the User ID and Password)
3. Click "Begin the registration process"
4. Select "Lansing, MI (Diocese)" by clicking the drop down list ▼,
5. Click on "Select".
6. Create a User ID and password and click "Continue".
This establishes your account with our diocese and the VIRTUS program.
7. Complete the information on the next screen. *indicates a required field.
8. Click on "Continue".
9. Select your Primary Location by clicking the drop down list ▼.
10. Click on "Continue".
11. If you volunteer or work at another parish or school, click "Yes" and follow the screens. If not, click "No".
12. Select the Role(s) that you serve within your organization.
13. Complete the "Title or Diocesan Function" field.
14. Click "Continue"
15. Check any additional roles that apply.
16. Click "Continue"
17. Answer the three yes/no questions.
18. Read the Code of Conduct and Click on "Yes, I Understand".
19. Click "Continue"
20. Select "No" to the question: Have you already attended a Protecting God's Children session?
21. Select the training session you plan to attend from the list of upcoming sessions.
22. Select "OK" to the question: Are you sure this is the session you wish to attend?
23. This completes the registration process.