

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



Go to the Eparchial website <https://melkite.org>

Click on the designated **VIRTUS Online** icon/link, to enter the VIRTUS Registration.

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.

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 'jammie' 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:

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.

Click **Continue** to proceed.

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.

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please provide the information requested below

Salutation:
 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 where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple eparchial locations, you will be prompted to select those additional locations in future screen(s).

Please select the primary location where you **work**, **volunteer** or **worship**

Do not select the location of your training session
(unless it falls into one of the categories above)

Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

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

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

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

Annunciation Cathedral (West Roxbury)

Do you work, volunteer or worship in another location?

Enter your title in the box provided (which best describes your role(s) with the Eparchy).

Click **Continue** to proceed.

If you have a title within your diocese, please enter it here:

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

Click **Continue** to proceed.

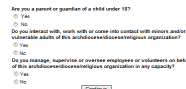
Please select any **additional** roles that you play within your diocese

Please check all that apply.

Deacon Priest
 Employee Volunteer

Answer three YES/NO questions.

Click **Continue** to proceed.



Please select **NO**, that you have **not** attended a VIRTUS Protecting God's Children Session.

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

YES

NO



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

Click **Complete Registration** to proceed.

Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

Complete Registration

A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration.

To access your **Online Training**, please click on **Go to VIRTUS Online** (as illustrated by the **green arrow**, in the example to the right)

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.

A note regarding emails:

The rise in SPAM emails has created an equal rise in the aggressiveness of the measures to combat it. Consequently, many of our emails are blocked by SPAM filters. If you are using any software or tools within your email program to filter SPAM, please make sure that you allow messages from system@virtus.org. You may also want to contact your network administrator to make sure that your network allows messages from system@virtus.org. SPAM filtering is the number one reason for our emails not to be received.



At the VIRTUS Home Page, enter the User ID & Password created during registration, click **Login**.



Click on the **green circle** to begin the **Online Training**

Online Training Courses

Protecting God's Children® Online Awareness Session 2.0
Assigned: 11/03/2014
Due: 11/17/2014

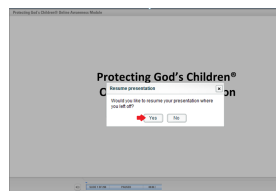
Past due

Due date approaching

Assigned

NOTE:

If you must take a **brief** break during training, you may temporarily pause it by **(a)** clicking your mouse within the training screen, then **(b)** tapping your keyboard's space bar once. To resume playback, tap the keyboard's space bar again. For longer break periods, we recommend exiting and logging out of the account. An option to **resume** the training will appear once you log in again (as illustrated by the **red arrow** [selecting YES], in the example to the right). Credit for training is only received upon full completion.



Registration Instructions

Upon completion, the last screen will direct you to exit the training by closing the screen. The next screen reflects completion of the **Online Training** and allows you to print a certificate of completion (for your personal records, as well as for your parish, etc).

To print a certificate, click on the link labeled **print certificate**. On the next screen, click on **Open**. When certificate appears on the screen, click on the print icon. From the next screen, click on **OK**. Once printing is complete, close the Adobe Acrobat screen to return to your VIRTUS Online account.

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

Completion of Training Material

Congratulations, you have now completed the Protecting God's Children Online Awareness Session. Please exit by closing this screen.

Thank you for your ongoing commitment to protect children.

You indicated that you attended / will attend the following session:

Protecting God's Children for Adults
Date: 03/27/2012 5:18 PM
Location: Online
*** ATTENDANCE CONFIRMED ***
Print certificate 