

# How to Train with VIRTUS Online, Step by Step:

**PLEASE NOTE:** If you have registered previously with VIRTUS and already have an existing User Account, simply log in to your account with your Username and Password and begin re-taking the training module “Protecting God’s Children for Adults, 3.0. If you have forgotten your username or password and need to recover your previous login information in order to access your User Account, simply email VIRTUS at: [helpdesk@virtus.org](mailto:helpdesk@virtus.org), or call 888-847-8870 to request this information be sent to you.

## For 1<sup>st</sup>-time Online VIRTUS Trainees:

- Go to [www.virtusonline.org](http://www.virtusonline.org).
- On the opening page: click **“FIRST-TIME REGISTRANT”**.
- Next page: click **“Begin the Registration Process”**.
- Next page: from the drop-down menu select **“Holy Protection of Mary Byzantine Catholic Eparchy of Phoenix”**.
- Next page: create a **User ID** and **Password** for yourself – something that will be easy for you to remember for future User Account access.
- Next page: enter your personal data: **name, address, email address, telephone # etc.**
- Next page: from the drop-menu select: **the name of your parish.**
- Next page: select which choice best fits your **“Primary Role”** from the list provided, then enter **your specific title in that role** in the box provided at the bottom of the page.
- Next page: answer **“Yes”** or **“No”** regarding any involvements you may have in other areas.
- Next page: answer **“Yes”** or **“No”** to the next four questions as they pertain to you.
- Next page: answer **“Yes”** or **“No”** as to whether or not you have previously trained with VIRTUS online.
- Next page: select the training module **“Protecting God’s Children for Adults”**, which is available in either English and in Spanish.
- Next page: Select **“Protecting God’s Children Online Awareness Session 3.0”**.
- At this point, **begin the question/answer training module and complete the brief series of readings**. The format for this module is a multiple-choice question/answer page followed by a brief reading, then followed by an option to re-answer the initial question. This format repeats itself throughout the remainder of the training module.

The whole training session should take about 45 minutes to complete, and documentation of your completed training session will appear on the Administrator page of the VIRTUS website which the Eparchy’s Safe Environment Office monitors for compliance data. When your results appear, they will subsequently be transferred to the eparchy’s Safe Environment database and your pastor will be notified of your compliance. Please note: There is no need for you to print out and mail (or email) your training completion certificate to the Safe Environment Office.

*Thank you for your willingness to participate in the Eparchy’s efforts to provide a safe environment for children and vulnerable adults in all of our parishes.*