THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS Online™

Registration Instructions

Diocese of Saint Petersburg

Before completing awareness training online, all participants first register with **VIRTUS Online. Please** click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=38018

Or, please register by going to www.virtus.org and click on 'First Time Registrant' and selecting the **Diocese of Saint Petersburg** from the dropdown menu.

VIRTUS® Excellence Builds Trust

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.

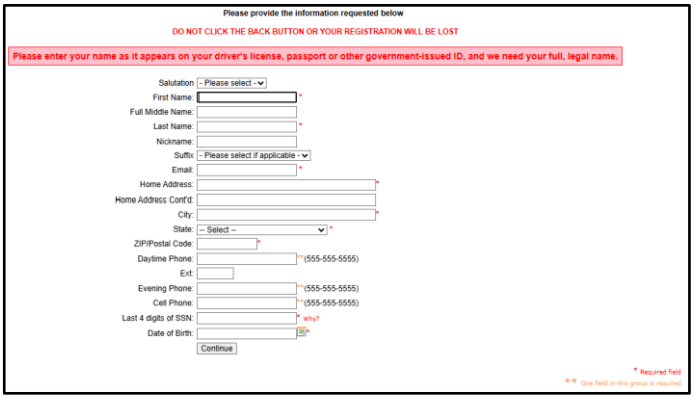
Click **Continue** to proceed.



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, and Phone Number.

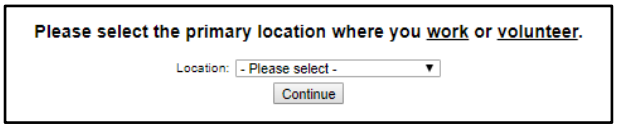
(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.



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

Click **Continue** to proceed.

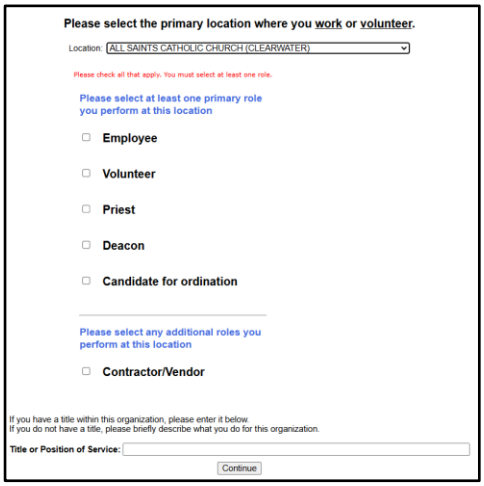


Your selected location(s) are displayed on the screen.

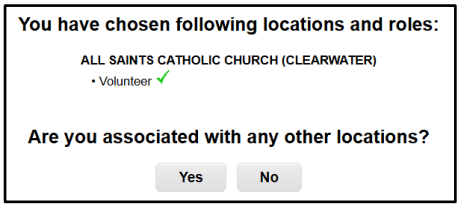
Please select from the role/description that applies to your position.

Additionally, enter your title in the box provided that best describes your role within your location.

Click **Continue** to proceed.

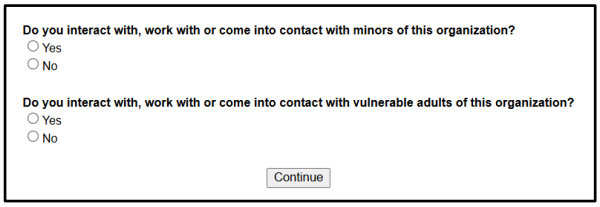


Please select **Yes** if you are associated with any additional locations, or please select **No** to continue.



Please answer the questions.

Click **Continue** to proceed.

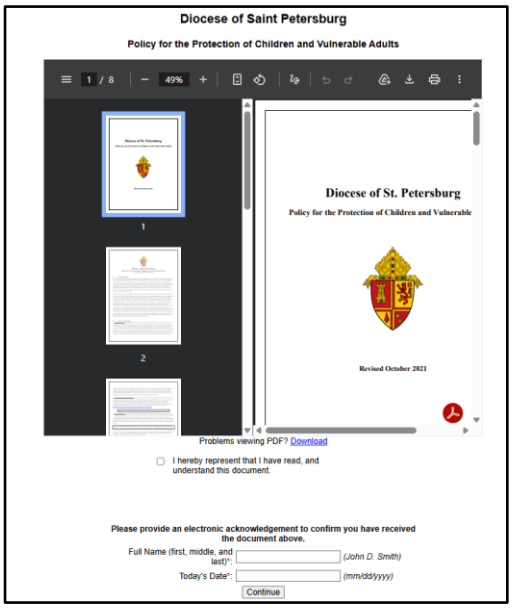


Please review the following document on the screen and respond:

- **Diocese of Saint Petersburg Policy for the Protection of Children and Vulnerable Adults**

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

Click on **Continue**.

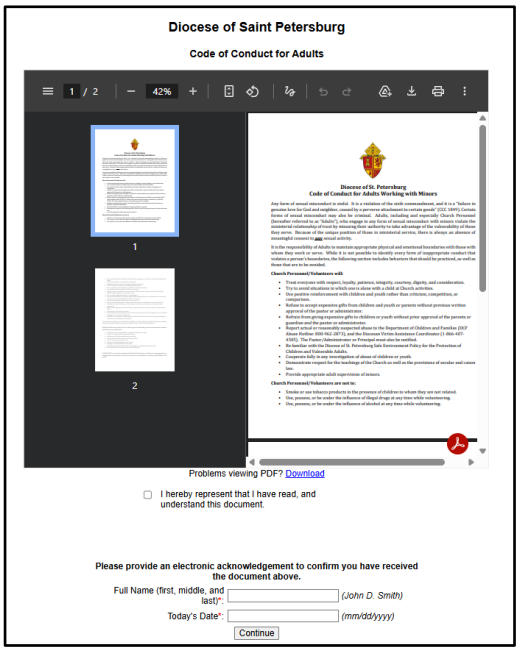


Please review the following document on the screen and respond:

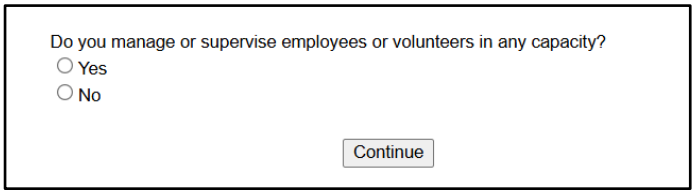
- **Diocese of Saint Petersburg Code of Conduct for Adults**

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

Click on **Continue**.

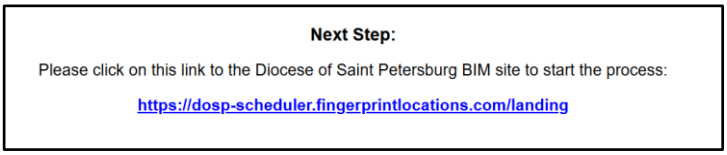


If you are an Employee, please answer this question. If not, you will skip to the next step.

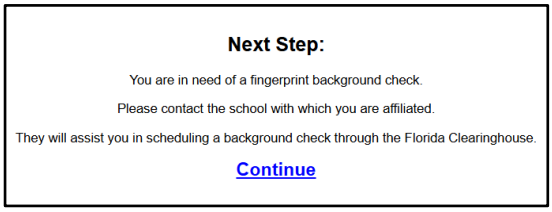


The next step is to complete your background check.

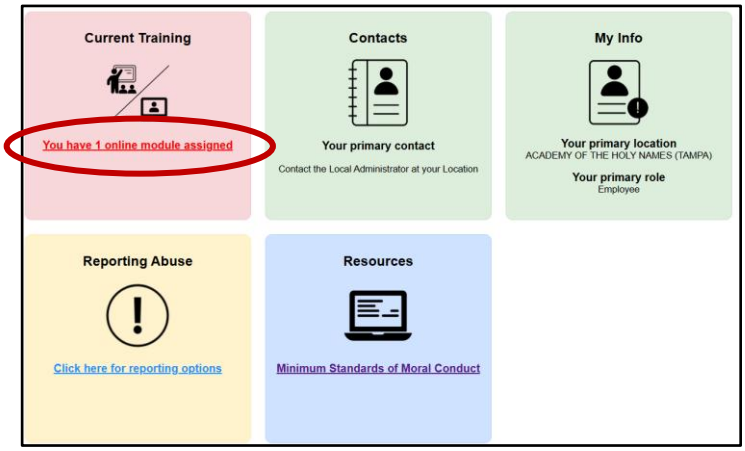
Click on the link provided to start the process.



Or if you are an **Employee or Educator at a school** location, please contact the school you are affiliated with.



If you selected an online training, c**lick on the link in the "Current Training"** box to complete your online training.



Click on the **green circle** or the title of the training course to begin the **Online Training.**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

If you have additional questions about VIRTUS Online training, please contact the local administrator at your parish or school.

