How to Register for a Protecting God's Children Class

- Open your web browser and navigate to virtusonline.org
- Click the green "First-time Registrant" button on the left-hand side of the page
- Click "Begin the registration process"
- In the drop-down menu, select "Columbus, OH (Diocese)" then click the gray "Select" button
- Answer "NO" you have not previously registered with VIRTUS online
- Choose a username and password, then click "Continue"
    - Fill in your personal information & click "Continue"
    - Select Trinity Elementary (Columbus) in the location drop-down -> "Continue"
    - Under "Primary Role" check "Volunteer"
    - Under "Additional Roles" select "Parent"
    - In the "Title or Position of Service" box, enter the description "classroom volunteer/parent chaperone"
    - Click Continue
    - Select whether you are associated with any other locations
        - If yes, fill in information as needed
        - If no, continue to next step
    - Answer the next 4 questions by selecting the appropriate bubble, then click the gray "Continue" button
    - On the next page, select "NO" if you have not participated in a prior Protecting God's Children workshop
    - Select an available session. Pay attention to:
        - the date & time of the session
        - location at which the session is being offered
        - the language in which it is being offered: sessions are offered in English, unless otherwise noted
        - N.B.: some sessions are open only to employees/volunteers of the location at which they are being offered. These closed sessions will appear with a red "X" in the upper left corner where the selection bubble would normally be.
    - If a box pops up, confirm that you want the selected session.
        - Scroll to bottom & click "Continue" to complete your registration