

Before completing **Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component**, all participants please 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=15163

Or, please register by going to www.virtus.org and click on 'First Time Registrant'.

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.

Click **Continue** to proceed.




ARCHDIOCESE OF DETROIT

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 'jsmith' 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.

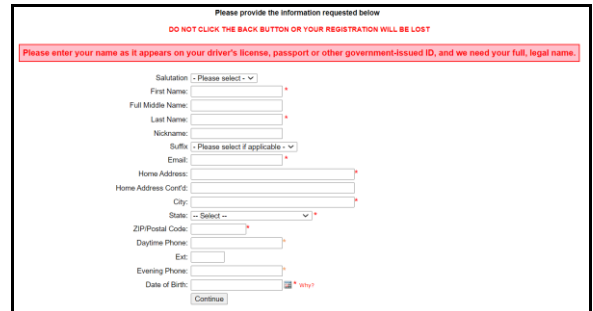
Your password must be at least 8 characters long.

[Important note about selecting passwords](#)

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, and Date of Birth.

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

Click **Continue** to proceed.



Please provide the information requested below

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

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Email:

Home Address:

Home Address ConfID:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

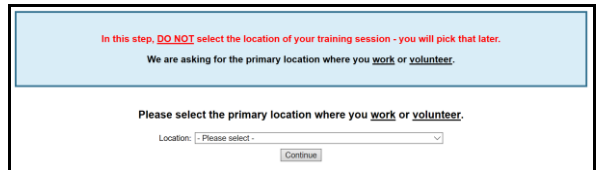
Evening Phone:

Date of Birth:

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 diocesan locations, you will be prompted to select those additional locations in future screen(s).)



In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you **work** or **volunteer**.

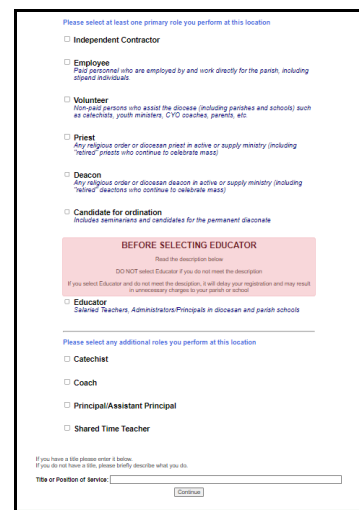
Please select the primary location where you **work** or **volunteer**.

Location:

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

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

Click **Continue** to proceed.



Please select at least one primary role you perform at this location

☐ **Independent Contractor**

☐ **Employee**
Full-time personnel who are employed by and work directly for the parish, including assigned individuals

☐ **Volunteer**
Non-paid persons who assist the diocese (including parishes and schools) such as catechists, youth ministers, CVO coaches, parents, etc.

☐ **Priest**
Any religious order or diocesan priest in active or supply ministry (including "retired" priests who continue to celebrate mass)

☐ **Deacon**
Any religious order or diocesan deacon in active or supply ministry (including "retired" deacons who continue to celebrate mass)

☐ **Candidate for ordination**
Includes seminarians and candidates for the permanent diaconate

BEFORE SELECTING EDUCATOR

Read the description below

DO NOT select Educator if you do not meet the description

If you select Educator and do not meet the description, it will delay your registration and may result in unnecessary changes to your parish or school

☐ **Educator**
Selected Teachers, Administrators/Principals in diocesan and parish schools

Please select any additional roles you perform at this location

☐ **Catechist**

☐ **Coach**

☐ **Principal/Assistant Principal**

☐ **Shared Time Teacher**

If you have a title please enter it below

If you do not have a title, please briefly describe what you do

Title or Position or Service:



Registration Instructions for Minors Archdiocese of Detroit

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**.

You have chosen following locations and roles:

Academy of the Sacred Heart Elementary School (Bloomfield Hills)

• Volunteer ✓

Are you associated with any other locations?

Yes

No

If you selected online training, please click on the **green circle** to begin the **Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component** training module.

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.

Online Training Courses

To begin your online training, please click the title of your assigned training:



Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component

Assigned: 01/26/2023
Due: 02/09/2023

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

Thank you!

