

Youth Protection Awareness Training Registration Instructions for Teen Volunteers Ages 14 to 17 Diocese of Altoona-Johnstown

Before completing **Protecting God's Children** training online, all participants **must** 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=37531



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.

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, and Date of Birth.

(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.

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).

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**.



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Select the role(s) that you serve within your parish. Please check **Volunteer- A Youth ages 14 to 17**.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- ie. Parish Bible Camp helper, Diocese Camp CIT, etc.

Click **Continue** to proceed.

The screenshot shows a registration form with the heading "Please select the roles that you play within your Diocese." Below this, there are two columns of radio button options. The left column includes: "Candidate for ordination", "Deacon", "Education", "Employment", and "Employee (MS - Part)". The right column includes: "Priest", "Religious", "Volunteer (MS - part time)", and "Volunteer - A Youth ages 14 to 17". A text box for "Title or Position of Service" is at the bottom, with a "Continue" button to its right.

Please click on the green circle 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.

Online Training Courses

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

- Healthy Relationships for Teens/PGCA**
Assigned: 05/07/2019
Due: 05/21/2019

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

Thank you!

