

# Registration Instructions Diocese of Shreveport

Before completing **Protecting God's Children** training online (or attending a live session), all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

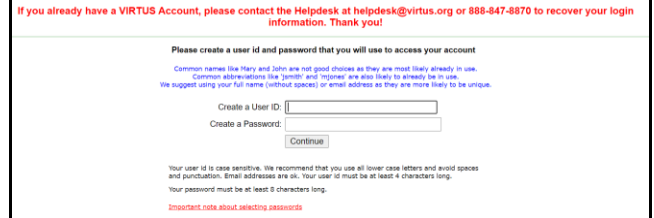
Go to <http://www.virtusonline.org>

On the left side of the screen, click the green box labeled **FIRST-TIME REGISTRANT**, to begin registration.



**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.

*If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](mailto: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](mailto:noaddress@virtus.org).*

**Please provide the information requested below**

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

Salutation:

First Name:  \*

Full Middle Name:

Last Name:  \*

Email:  \*

Home Address:  \*

Home Address Cont'd:

City:  \*

State:  \*

ZIP:  \*

Daytime Phone:  \*

Ext:

Evening Phone:

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

Click **Continue** to proceed.

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

Location:  ▾

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:**

Blessed Sacrament Chapel (Ringgold)

- Volunteer ✓

**Are you associated with any other locations?**

**Please** answer the four questions presented.

Are you a parent or guardian of a child under 18?  
 Yes  
 No

Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?  
 Yes  
 No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?  
 Yes  
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?  
 Yes  
 No

# Registration Instructions Diocese of Shreveport


Please review the following documents and respond:

➤ **Code of Conduct**

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

Click on **Continue**.

**Diocese of Shreveport**  
**Code of Conduct**



Download the Code of Conduct

I have downloaded and read the Code of Conduct and agree to its requirements

Please select yes or no as to whether you have attended a **VIRTUS Protecting God's Children Session**.

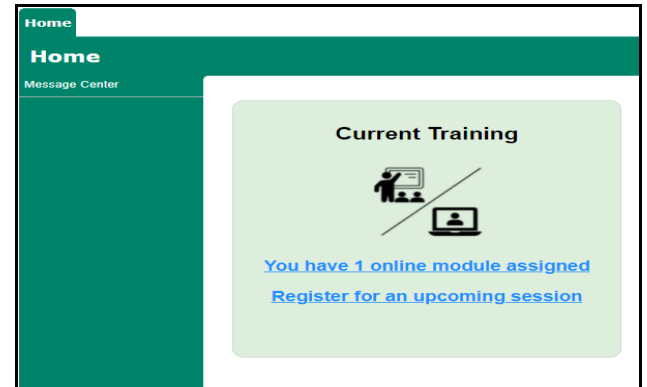
Have you already attended a VIRTUS Protecting God's Children Session?

Choose the preferred online session you would like to complete.

Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)  
 Protecting God's Children for Adults (Online Training in Spanish)

To access the online training, please click on **You have 1 online module assigned**.



Click on the **green circle** to begin the **Online Training, Protecting God's Children® Online Awareness Session 4.0**.

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 Modules**

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

[Protecting God's Children® Online Awareness Session 4.0](#)  
Assigned: 12/13/2021  
Due: 12/27/2021

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**Other Languages Available (You may change versions)**  
**Otros idiomas disponibles (puede cambiar versiones)**

Change to: Protecting God's Children® Online Awareness Session 4.0 (Español)

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

**Thank you!**

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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

**VIRTUS**Online