

Directions for Online Virtus Training

- Step 1** For volunteers of the diocese of Jefferson City who have never established an account with Virtus visit the website www.virtus.org and click on “First Time Registrant”.
- Step 2** If there are no live sessions that you can choose, click “Begin the registration process.”
- Step 3** Choose Jefferson City, MO (diocese) from the dropdown list.
- Step 4** If you have not previously registered with Virtus Online, you will need to select “No” and create a User ID.
- Step 5** Complete all the information on this page.
- Salutation * City
 - First Name * State
 - Full Middle Name * Zip
 - Last Name * Daytime Phone
 - Nickname * Ext.
 - Suffix * Evening Phone
 - Email * Date of Birth
 - Home Address
- Step 6** Select the parish where you work or volunteer.
- Step 7** Once your place of work or where you volunteer is chosen and you have submitted it, you will be asked to select the primary role you will perform at that location.
- Step 8** Choose “Yes” or “No” if you are associated with any other Locations.
- Step 9** Answer the Questions
- Are you a parent or guardian? **Yes or No**
 - Do you now or will you in the future have ongoing unsupervised contact with children and youth and/or vulnerable adults as a service of this diocese, parish or school? **Yes or No**
 - Do you manage, supervise or oversee employees or volunteers on behalf of this diocese or religious organization in any capacity?
 - **Click “continue”.**
- Step 10** Answer the Question.
- Are you an employee or volunteer in a parish early childhood program? (PreK) **Yes or No**
 - **Click “continue”.**

Step 11 Have you had a background check in the past 5 years for the Diocese, parish or Catholic School. Choose **“Yes”**.

Step 12 Download and read the **Code of Conduct**. Click the box verifying you read it and type your name and the date in the boxes in the manner indicated.

- I hereby acknowledge that I have downloaded . . .
- **Full Name** First Middle Initial Last
- **Today’s Date** mm/dd/yyyy

Click **“Continue”**.

Step 13 Child Abuse & Neglect Registry Form

Download and print the **Child Abuse and Neglect Registry Form**. Complete it and send it to the address indicated.

Diocese of Jefferson City
Attention: Connie Schepers
2207 West Main Street
Jefferson City, MO 65110

Provide your name and date in the boxes indicated.

First Name/Middle Initial/Last
Today’s Date mm/dd/yyyy

Click **“continue”**.

Step 14 Have you already attended Virtus Protecting God’s Children Session? **Yes or No**

If you have attended VIRTUS class choose “Yes”, you will be presented with a list of dates. Please choose the correct date. If you have not, choose “No”.

Step 15 Please select the session you wish to attend.
Protecting God’s Children for Adults (online training)

Step 16 You have now completed the registration.
Next EXIT and Log back into your VIRTUS account at www.virtus.org.

This time log in under “Log in for **Existing Accounts**”.
Once you are in your account, click on **“Training” tab**.
On that page will be the icon for the training.
Click the icon to begin.

It is best to complete the 1 ½ training in 1 sitting.

X Teaching Boundaries & Safety Online Module 2.0