


Before completing a **SET in-person session (for all new employees / volunteers)**, 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=35244



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.



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 'jmith' 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, and a 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, 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.

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.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)

Please select the primary location where you work or volunteer.

Do not select the location of your training session
(unless it falls into one of the categories above)

Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

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**.

This is the list of locations with which you are associated:

Ascension Parish

Do you work or volunteer in another location?

Registration Instructions

Diocese of Venice

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 Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

Click **Continue** to proceed.

Please select the roles that you play within your diocese

Please check all that apply. You must select at least one role.

| | |
|---|--|
| <input type="checkbox"/> Candidate for Ordination | <input type="checkbox"/> Priest |
| <input type="checkbox"/> Deacon | <input type="checkbox"/> Professional Educator <small>Teacher employed by one of the Catholic Schools of the Diocese.</small> |
| <input type="checkbox"/> Employee <small>An individual employed by a parish, school, diocesan entity or the Diocese.</small> | <input type="checkbox"/> Volunteer |

If you have a title within your diocese please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

If you have **not** attended a *Regional Safe Environment Awareness* training, choose **NO**.

Otherwise, choose **YES**.

Have you already attended a Regional Safe Environment Awareness training?

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Regional Safe Environment Awareness Training instructor-led** sessions scheduled for the **Diocese of Venice**.

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Venice**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

Please select the session you wish to attend

Regional Safe Environment Awareness Training

Where: Ascension Parish
When: Wednesday, January 1, 2020
9:00 AM
Estimated length of session: 0 hrs
Spaces remaining: unlimited
Language: This session will be conducted in English

Regional Safe Environment Awareness Training

Where: Ave Maria Oratory Quasi-Parish
When: Wednesday, January 1, 2025
Contact () for the time.
Estimated length of session: 0 hrs
Spaces remaining: unlimited
Language: This session will be conducted in English

After you attend the training session, you will receive an email of approval.

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

Thank you for completing the registration process.

Thank you for registering for a Regional Safe Environment Awareness training session.

You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.