



# SAFE ENVIRONMENT PROGRAM

## ARCHDIOCESE OF NEW YORK

### HOW TO REGISTER FOR A VIRTUS SESSION

1. Click on the shortcut to: <https://www.virtusonline.org>
2. Click on “Registration” on the left side of the page.
3. Choose the “Archdiocese of New York” from the pull-down menu of organizations by clicking the downward arrow. Then drag the mouse until you can shade the “Archdiocese of New York.” Once that is highlighted, click “SELECT.”
4. Provide a USER NAME & PASSWORD that you can easily remember. This will be needed for continued training on-line after you attend your session (an email address is recommended as a user ID)
5. Complete all fields that have a red asterisk. (Note: Only 1 phone number -home or work - is necessary. For those that do not have an e-mail address, you may obtain a free e-mail account at [www.yahoo.com](http://www.yahoo.com) or [www.hotmail.com](http://www.hotmail.com) or any other free e-mail service. Or you can insert “no address@virtus.org” in the email field).
6. Select the location where you work or volunteer with young people. Use the pull-down menu as you did before for selecting “Archdiocese of New York.” Parishes and schools are listed. Select the appropriate institution for you. Once you highlight your institution, click “SELECT.”
7. Select your Classification. Read all choices before selecting.
8. **\*\*\* Enter your title or type of ministry you do (e.g., pastor, catechist, etc.). Hit “Continue”.**\*\*\* If there are additional roles you play in your parish, select them here (Note: “1011 - Admin Only - Schools & Religious Education” in only for employees who work at the Catholic Center, 1011 1st Avenue)
9. Answer the 3 mandatory questions, and click “Continue”
10. You will be asked “Have you attended a Protecting God’s Children?”. If no, click the button to the left of the class for which you wish to register and click on “Complete Registration”. If the page indicates that the session you want is full, choose another session or visit the website again to see if more sessions have been posted. Additional sessions will be posted in this place on the VIRTUS website ([www.virtus.org](http://www.virtus.org)) often.
11. If the answer is “yes”, select the session you had attended from the drop down menu and click on “Complete Registration”.
12. You will receive a confirmation message on the screen indicating that your registration was successful. You will also receive an e-mail message confirming your registration for the session you selected.

If you experience any problems with the registration process or with the [www.virtus.org](http://www.virtus.org) or [www.virtusonline.org](http://www.virtusonline.org) website, please contact the VIRTUS helpdesk at 1-888-847-8870, or you may contact the Safe Environment office at [safe@archny.org](mailto:safe@archny.org) or 212-371-1011, x 2810.