

## Online Registration Process Virtus/Protecting God's Children™ Program

*If you have any questions about the online Virtus system registration, please contact Sarah Stevens at 312-751-2013 or [sstevens@archchicago.org](mailto:sstevens@archchicago.org).*

- Logon to [www.virtus.org](http://www.virtus.org)
- Click on **REGISTRATION** on the left hand side of the screen
- Click on **Begin the Registration Process**
- Select your organization. Click on the arrow and scroll down to select **Chicago, IL Archdiocese**.
- Chicago, IL Archdiocese will appear in the bar. Click on **select**

Next....

- Create your own user id and password.
- Fill out the information requested. **Complete all fields marked with an asterisk (\*)**
- The location is the school where you will be working. Click on the arrow and scroll down to select your school site.
- Select the role that you play in the Archdiocese.
  - Educator
  - Or
  - Employee (Parish/Parochial)
- Enter diocesan function:
  - Teacher
  - Principal
  - Secretary
  - Maintenance
  - Teacher Aide

Answer the three questions.

**Have you already attended a Protecting God's Children session? NO**

Select a session. Scroll down to the session...

Where: **St. Barbara Parish Center, Brookfield**  
When: **Friday, August 17, 2007**  
**8:30 Am**

**SELECT this session.**

Click on **Registration is complete.**