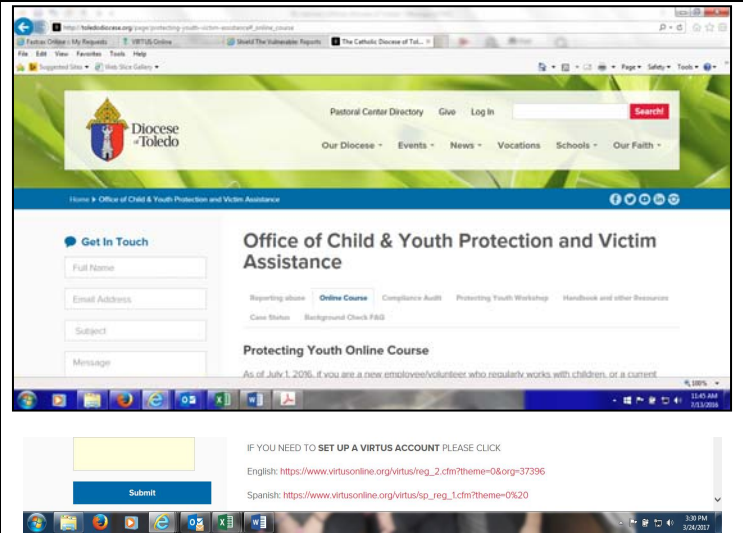


Before completing **Protecting God's Children** training online, all participants **must** first register with **VIRTUS Online**.

Go to the Office of Child & Youth Protection & Victim Assistance's Online Course page of the Diocesan website
http://toledodiocese.org/page/protecting-youth-victim-assistance#_online_course.

Scroll down to the bottom of the page and click on the VIRTUS link
 English:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396
 Spanish:
https://www.virtusonline.org/virtus/sp_reg_1.cfm?theme=0%20 to access the VIRTUS Registration page.



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.



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, Phone Number, Last Four Digits of SSN, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

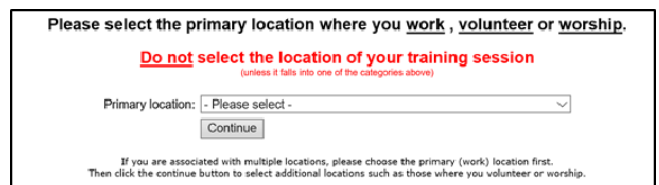
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



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

Click **Continue** to proceed.

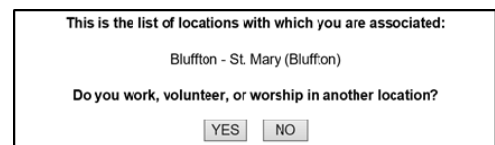
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



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**.



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 any additional roles that you are associated with in the diocese, parish or school.

Click **Continue** to proceed.

Please select any additional roles that you play within your diocese

Please check all that apply.

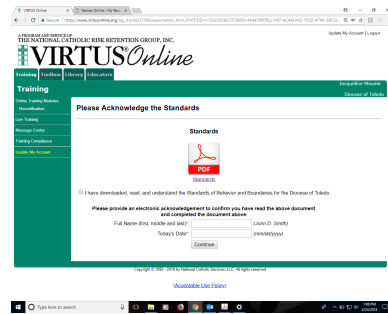
<input type="checkbox"/> Altar Server-Adult	<input type="checkbox"/> Extern Deacon
<input type="checkbox"/> Athletic Council	<input type="checkbox"/> Extern Priest
<input type="checkbox"/> Bell Choir	<input type="checkbox"/> Family Life Group
<input type="checkbox"/> Childcare	<input type="checkbox"/> Hall Monitor
<input type="checkbox"/> Choir-Children's	<input type="checkbox"/> Home-Schooled Group
<input type="checkbox"/> CYO Coach	<input type="checkbox"/> Moms' Group
<input type="checkbox"/> Diocesan Deacon	<input type="checkbox"/> Nursery
<input type="checkbox"/> Diocesan Priest	<input type="checkbox"/> Parents' Club
<input type="checkbox"/> Educator - Administrator	<input type="checkbox"/> Religious Deacon
<input type="checkbox"/> Educator - Principal	<input type="checkbox"/> Religious Formation <small>Sacramental/Prep Liturgy of the Word Vacation Bible School</small>
<input type="checkbox"/> Educator - Substitute Teacher	<input type="checkbox"/> Religious Priest
<input type="checkbox"/> Educator - Teacher	<input type="checkbox"/> Scout Leader
<input type="checkbox"/> Educator - Teacher's Aide	<input type="checkbox"/> Volunteer-Miscellaneous
<input type="checkbox"/> Educator-High School Coach	<input type="checkbox"/> Youth Group
<input type="checkbox"/> Employee	

All registrants must please read the **Diocese of Toledo, Standards and Guidelines**.

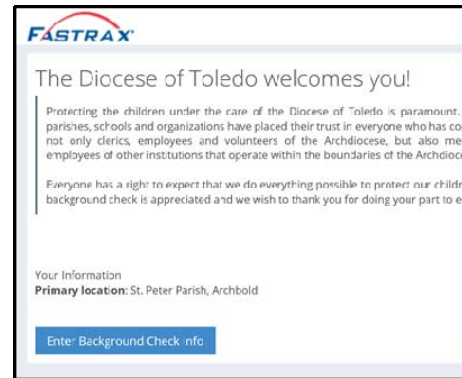
Download the **Standards** and **Guidelines** by clicking the **PDF** icon. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

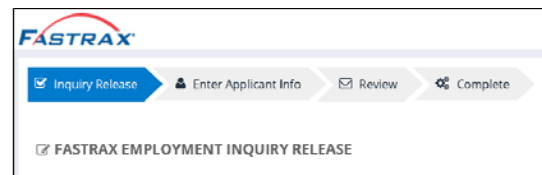


You are now within the secure website of **FASTRAX®**. Please click on **Enter Background Check Info** to proceed.



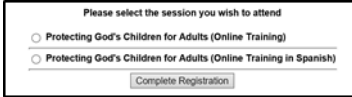


Please complete the steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

Once you close the *Fastrax* screen (click on the "x" in the corner), you will automatically be taken to the online training course.



Registration Instructions

Diocese of Toledo

<p>Click inside the circle to select the Online Training you wish to complete.</p>	 <p>Please select the session you wish to attend</p> <ul style="list-style-type: none"><input type="radio"/> Protecting God's Children for Adults (Online Training)<input type="radio"/> Protecting God's Children for Adults (Online Training in Spanish) <p>Complete Registration</p>
<p>Click on the green circle to begin the Online Training</p> <p>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.</p>	 <p>Online Training Courses</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Protecting God's Children® Online Awareness Session 3.0 Assigned: 06/01/2016 Due: 06/15/2016
<p>If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. Thank you!</p>	 <p>A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.</p> 