

**Before** completing **Protecting God's Children** training online, 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=37508](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37508)

You also can go to [www.virtus.org](http://www.virtus.org) to register by clicking on First Time Registrant, and please select **Sacred Hearts Academy – Hawaii** from the dropdown list.



**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 usernames.

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 'jsmith' 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 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**

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Conf'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).)*

In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you **work** or **volunteer**.

Please select the primary location where you **work** or **volunteer**.

Location:

**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 Academy.

Click **Continue** to proceed.

Please select the primary location where you **work** or **volunteer**.

Location:

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

Please select at least one primary role you perform at this location

Employee

Volunteer

Priest

Deacon

Candidate for ordination

Educator

If you have a title please enter it below.  
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

# Registration Instructions Sacred Hearts Academy

Your selected location(s) are displayed on the screen.

If your list of locations is complete, select **NO**.

You have chosen following locations and roles:

Sacred Hearts Academy (Honolulu)  
• Educator ✓

Are you associated with any other locations?

Yes

No

Please answer the questions presented.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

- Yes
- No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

- Yes
- No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes
- No

Continue

If you have **not** attended a VIRTUS Protecting God's Children instructor-led session, choose **NO**.

Otherwise, choose **YES**.

Have you already attended a VIRTUS Protecting God's Children Session?

YES

NO

Click inside the circle to select the **Online Training** you wish to complete.

Please select the session you wish to attend

- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)

Complete Registration

Click on the **green circle** to begin the **Online Training**

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.

## Online Training Courses

To begin your online training, please click the title of your assigned training:

**Protecting God's Children® Online Awareness Session 3.0**  
Assigned: 01/06/2021  
Due: 01/20/2021

Other Languages Available (You may change versions)

Protecting God's Children® Online Awareness Session 3.0 (Spanish)

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

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