



# SAFE ENVIRONMENT PROGRAM

## ARCHDIOCESE OF NEW YORK

### HOW TO REGISTER FOR A VIRTUS SESSION

**Please Note: You must complete a VIRTUS training class within 45 days of beginning work**

1. Go to the Safe Environment Office website, <http://www.archny.org/virtus>. Read the instructions and click on the "Register" button.
2. You will be re-directed to a VIRTUS webpage. Choose a class from the list presented on the page, and then click "Start Registration".
3. 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)
4. 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). Then press "Continue"
5. On the next screen, select the location where you work or volunteer with young people. Use the pull-down menu and select the location. Parishes and schools are listed. Select the appropriate institution for you. Once you highlight your institution, click "SELECT."
6. **\*\*\* Please be careful to enter your title or type of ministry you do (e.g., pastor, catechist, etc.), then press "Continue".\*\*\*** If there are additional roles you play in your parish, you can also select them here (Note: "1011 - Admin Only - Schools & Religious Education" is only for employees who work at the Catholic Center, 1011 1st Avenue)
7. On the next screen, please answer the 3 mandatory questions, and click "Continue"
8. You will be asked "Have you attended a Protecting God's Children?"

**If you have never attended a session, click "No".** On the next screen, you will see a list of sessions that are available. 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.

**If have previously attended a VIRTUS session, click "Yes".** You will be asked to select the session you had attended from the drop down menu and click on "Complete Registration".

11. 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, 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.