

# “VIRTUS”

## Protecting God’s Children Workshop

to be held at

## Saint Kevin



**Saturday**

**October 14, 2017**

**9:00am to 12 Noon**

**Msgr. Finnerty Parish Ctr.**

**Doors close once the session begins.**

**Latecomers not allowed.  
Children not allowed due to course content.**

VIRTUS training is **MANDATORY** for **ALL** volunteers & employees that have or may have contact with children.

**You must register for the class online at**

**[www.virtusonline.org](http://www.virtusonline.org)**

**before October 11<sup>th</sup>.**

Follow the directions on the back of this sheet to register



### **Additional Sessions**

are held at other locations and at various times.

The Immaculate Conception Center in Douglaston holds sessions once a month at 6:00 PM in the evening.

Log onto [www.virtus.org](http://www.virtus.org) for session listings.

## Instructions for Registering on-line for Virtus

- GO TO: Virtusonline.org
- CLICK: Green box labeled "FIRST-TIME REGISTRANT"
- CHOOSE: **Brooklyn, NY (Diocese) THEN:** SELECT  
(Many people chose Archdiocese of New York - this is incorrect)
- CREATE: A User ID and password you can easily remember.  
(If you do not pre-register an ID and password, one will be created for you.)
- CLICK: CONTINUE
- ENTER: All requested personal information
- CLICK: CONTINUE
- SELECT: Pick your Primary Location (the parish where you volunteer/work) from the drop down menu
- CLICK: CONTINUE → THEN: CLICK: NO or YES
- SELECT: Choose the role that applies to your ministry  
(Catechist and Coaches - Select Volunteer and add title in box)
- SELECT: Additional Roles
- ANSWER: Questions → THEN CLICK: CONTINUE
- CLICK: Code of Conduct – Read and then check that you have read and understand.

### **If you are pre-registering:**

- CLICK: NO
- SELECT: From the list of upcoming sessions - choose the session you want to attend by clicking on the circle.

You will receive a message thanking you for completing the registration process.

- CLICK: Begin Background Check

**You will be directed to the Fastrax website**

**Follow the directions to complete.**

<p><b>PLEASE NOTE WELL – <u>CHILDREN ARE NOT PERMITTED</u> due to the course content. Please make arrangements for child care if necessary.</b> Your name will appear on the sign-in sheet and on your certificate exactly as you have entered it.</p>
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### **If you are registering after attending:**

- CHOOSE: From the drop down menu the session you attended. You will now be prompted to complete your Background Check

- CLICK: Begin Background Check

You will receive a message thanking you for completing the registration process.

**You will be directed to the Fastrax website. Follow the directions to complete.**