

# Pre-Registration Instructions for Protecting God's Children™ Training Sessions

All participants need to pre-register for the session they would like to attend. The complete schedule of sessions is available during the pre-registration process.

1. Go to [www.virtus.org](http://www.virtus.org).
2. On the left side of the page, click the yellow link labeled **Registration** just below the log-in button.
3. Choose the **Diocese of Columbus, OH** as your organization from the pull-down menu by clicking the downward arrow and highlighting it. Once the Diocese of Columbus is selected, click **Select**.
4. Create a user ID and a password that you can easily remember. This is necessary for all participants. This establishes your account within the diocese and the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We recommend the use of email addresses as user names. Click **Continue** to proceed.
5. Provide the information requested on the following page. Several fields are required, such as name, address, phone number and email address. Click **Continue** to proceed.
6. Select the PRIMARY location at which you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations with the diocese. Click **Continue** to proceed.
7. Your current list of locations is displayed. If you need to add an additional location, choose **YES**. Otherwise, choose **NO**.
8. Select the role(s) that you serve within the diocese. Please check all roles that apply. Additionally, if you have a title within the diocese (i.e. teacher, DRE, Catechist, etc.), enter it in the box. Click **Continue** to proceed.
9. Answer the three YES/NO questions and then click **Continue** to proceed.
10. When asked if you have already attended a Protecting God's Children™ Session, click **NO**.
11. You will be presented with a list of all upcoming sessions with the diocese. When you find a session that you would like to attend, **click the circle next to the title**. If the session you wish to attend is full, please select another session.

You will see a message on the screen confirming that you have completed the registration process. If you correctly entered your email address during the process, you will receive an email confirming your information.