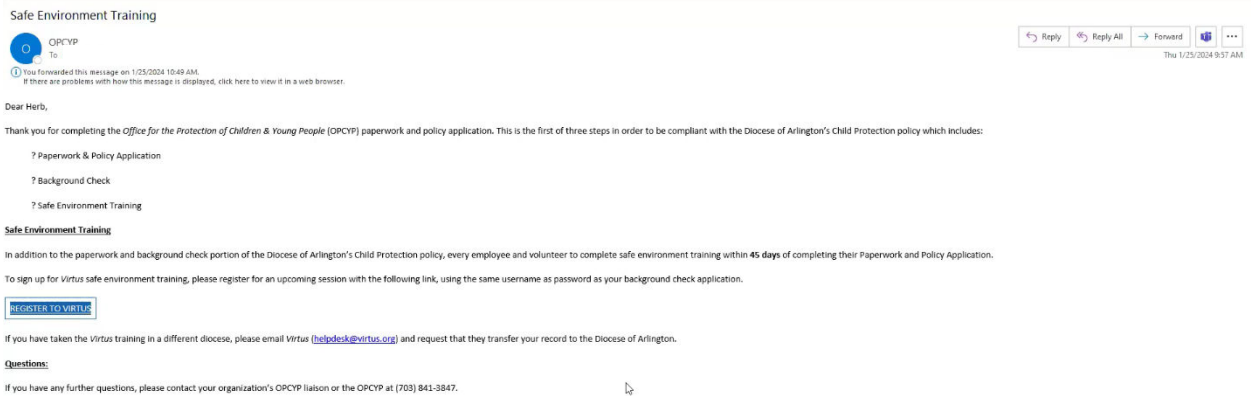
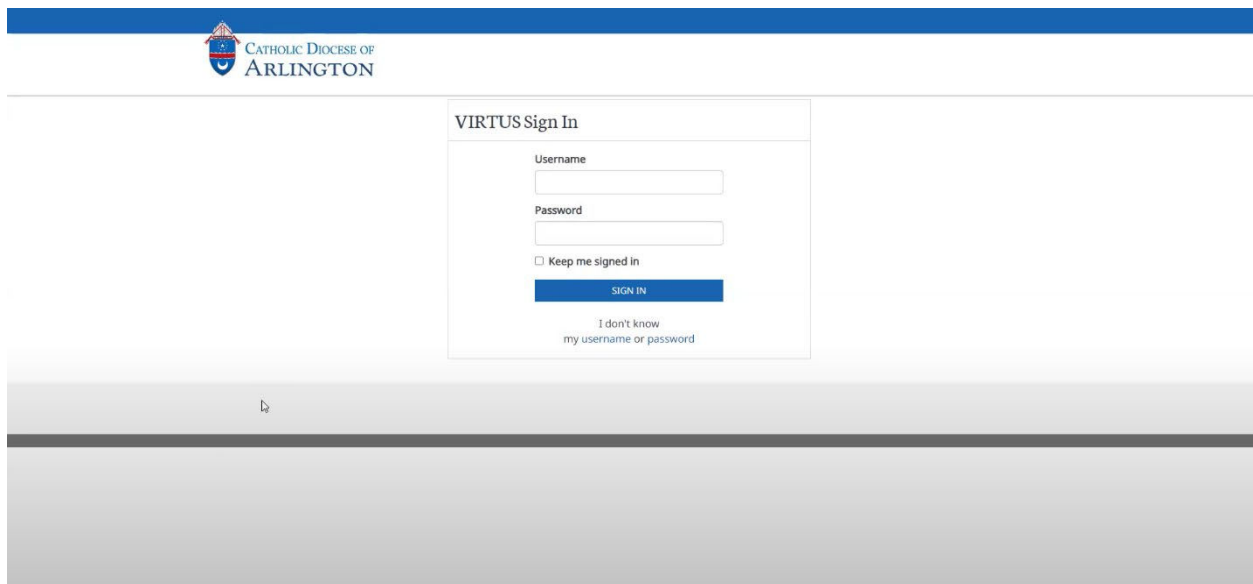


# Virtus training registration instructions

- 1) After your background check application has been completed you will receive an email like the one below. Please click on the blue button that says, "Register to virtus."



- 2) You then will be taken to this page which is like the one you filled out a background check application. Here you will use the same login information that you created when doing the background check application. If you have forgotten already that login information, please contact your Liaison Cristina Jimenez at [cjimenez@allsaintsva.org](mailto:cjimenez@allsaintsva.org) to assist you.



- 3) Once you are logged in you should see this screen pop up so you can select a session. Once on this page check to make sure which one is convenient for you to attend and click on "Click to Register."

**VIRTUS Registration: Protecting God's Children for Adults**

**Select a VIRTUS training session below**

This seminar will start promptly at the scheduled time and will last 4 hours. Please arrive on time, as late comers will NOT be permitted access to the session. If you CANNOT arrive on time, or if you must LEAVE EARLY, you MUST SELECT an ALTERNATIVE SESSION of which you can fully participate. **\*\*If you are not able to attend the session, please contact your Church/School Child Protection Liaison.\*\*** Children may not attend this seminar and child-care is not provided. Please note: VIRTUS Training alone does NOT constitute compliance. If you need assistance or have compliance questions, contact your Church /School Child Protection Liaison who manages compliance for your location.

Title	Date	Start Time	End Time	Location	Available
TEST Virtus Training	2/2/2024	5:00 PM	9:00 PM	The Basilica of Saint Mary 310 S Royal St Alexandria, VA 22314	Click to <a href="#">REGISTER</a>
TEST Virtus Training	2/29/2024	5:00 PM	9:00 PM	The Basilica of Saint Mary 310 S Royal St Alexandria, VA 22314	Click to <a href="#">REGISTER</a>

- 4) Once you have selected a virtue training session you will see this next screen pop up. Click on "Finish" to complete the virtue training registration.

**TEST Virtus Training**

Friday, February 2, 2024  
The Basilica of Saint Mary  
310 S Royal St  
Alexandria, VA 22314  
UNITED STATES

Questions? Email the Event Contact

Who is registering for this event?  
Registrant: **Herb Tester**  
27 Test Lane  
Alexandria, VA 22222

Registration Choices\*

Protecting God's Children for Adults

[FINISH](#)

- 5) You then will see this next screen pop up. Which shows your confirmation that you are registered for a session.

The screenshot shows the registration confirmation page for the Catholic Diocese of Arlington. At the top, there is a blue header with the diocese's logo and name. Below the header, a message reads "Please print this page for confirmation of registration". The main content area is titled "Event Registration" and lists the following details: Name: Herb Tester, ID: 563906, Transaction date: 1/25/2024, Order number: 125626, and the event name: TEST Virtus Training. Below this, it states "You have made the following selections:" followed by "Protecting God's Children for Adults". The page has a light blue background with a white border.

You will also receive email confirmation like this one. The office of child protection is working on adding to the email the location to where you registered to attend the session.

The screenshot shows an email titled "Registration Confirmation for TEST Virtus Training" from OPCYP. The email is addressed to Herb Tester. It includes a warning: "This seminar will start promptly at 5PM and will last 4 hours. Please arrive on time, as late comers will NOT be permitted access to the session. If you CANNOT arrive on time, or if you must LEAVE EARLY, you MUST SELECT an ALTERNATIVE SESSION of which you can fully participate. Children may not attend this seminar and child-care is not provided. Please note: VIRTUS Training alone does NOT constitute compliance. If you need assistance or have compliance questions, contact your Church/School Child Protection Liaison who manages compliance for your location." The email also lists the transaction date (1/25/2024), order number (125626), and record ID (563906). It confirms the registration for "TEST Virtus Training" on 2/2/2024 and lists the selection "Protecting God's Children for Adults". The contact information for OPCYP is provided: 200 North Glebe Road, Suite 605, Arlington, VA 22203-3728, (703) 841-2530, and [opcyp@arlingtondiocese.org](mailto:opcyp@arlingtondiocese.org). A note at the bottom asks the recipient to save the email as a record of their event registration.

**If for any reason you cannot attend and would like to reschedule, please contact the Office of Child Protection at 703-841-3847.**