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."

Safe Environment Training					
OPCVP	S Reply	≪ Reply All	\rightarrow Forward	ŵ	
Te Te			Thu 1/2	5/2024 9:5	7 AM
() Tot forwarded this message on 125/2024 1044 AV. If there are provided with how the massing on displayed, click here to view if in a web throwser.					
Dear Herb,					
Thank you for completing the Office for the Protection of Children & Young People (DPCYP) paperwork and policy application. This is the first of three steps in order to be compliant with the Diocese of Arlington's Child Protection policy which includes:					
? Paperwork & Policy Application					
? Background Check					
? Safe Environment Training					
Safe Environment Training					
In addition to the paperwork and background check portion of the Diocese of Arlington's Child Protection policy, every employee and volunteer to complete safe environment training within 45 days of completing their Paperwork and Policy Application.					
To sign up for Virtus safe environment training, please register for an upcoming session with the following link, using the same username as password as your background check application.					
REGISTER TO VIRTUR					
If you have taken the Virtus training in a different diocese, please email Virtus (helpdesk@virtus.org) and request that they transfer your record to the Diocese of Arlington.					
Question:					
If you have any further questions, please contact your organization's OPCYP III (203) 841-3847.					

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 <u>cjimenez@allsaintsva.org</u> to assist you.

CATHOLIC DIOCESE OF ARLINGTON		
	VIRTUS Sign In	
	Username	
	Password	
	Keep me signed in	
	SIGN IN I don't know my username or password	
ą		

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."

/IRTUS Regist	ration: Pr	otecting	God's Ch	ildren for Adults	
	Sele This se comers you MU the ses semina you ne	ect a VIR1 minar will start pro- s will NOT be perm JST SELECT an ALT sion, please conta ar and child-care is ed assistance or h es compliance for	TUS train omptly at the sch litted access to th rERNATIVE SESSIO on the provided. PH ave compliance of your location	ing session below eduled time and will last 4 hours. It e session. If you CANNOT arrive or No of which you can fully participas chool Child Protection Liaison.** C ase note: VIRTUS Training alone d uestions, contact your Church /Sch	Please arrive on time, as late n time, or if you must LEAVE EARI re. **If you are not able to attend hildren may not attend this oes NOT constitute compliance. I nool Child Protection Liaison who
	manag	es compliance for	your location.		
Title	Date	Start Time	End Time	Location	Available
Title TEST Virtus Training	Date 2/2/2024	Start Time	End Time 9:00 PM	Location The Basilica of Saint Mary 310 S Royal St Alexandria, VA 22314	Available Click to REGISTER

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

	TECT Virtue 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	
D	

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

٢	CATHOLIC DIOCESE OF ARLINGTON	feelentie		
	Please print this page for confirmation of Event Registration Name: ID: Transaction date: Order number: TEST Virtus Training You have marke the following selections	Herb Tester 563906 1/25/2024 125626		
	Protecting God's Children for Adults		 	

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.

Registration Confirmation for TEST Virtus Training		
OPCYP		$ \begin{tabular}{ccc} & & & & \\ \hline \hline & & & \\ \hline \hline & & & \\ \hline \hline & & & \\ \hline \hline \\ \hline & & & \\ \hline \hline \\ \hline \\$
То		Thu 1/25/2024 11:21 AM
Dear Herb Tester,		
This seminar will start promptly at SPM 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 LARUX, you h 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	NUST SELECT an ALTERNATIVE SESSION of whi a Liaison who manages compliance for your lo	ch you can fully participate. Children may not attend this cation.
Transaction Date: 1/25/2024		
Order Number: 125626		
Record ID: 563906		
You are registered for the following: 1 TEST Uring 22/2002 4 22/2002 4		
You have made the following selections:		
Protecting God's Children for Adults		
200 North Glebe Road Suite 605		
Arlington, VA 22203-3728 (703) 841-2530		
opcyp@arfingtondiocese.org		
Please, save this email as a record of your 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.