

Registration Instructions for Minors Archdiocese of Detroit

Before completing **Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component**, all participants please first register with **VIRTUS Online**. Please click on the **VIRTUS** link to access the **VIRTUS** Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=15163

Or, please register by going to www.virtus.org and click on 'First Time Registrant'.



Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the **VIRTUS** program. If your preferred user ID is already taken, please choose another ID.

Click **Continue** to proceed.

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Archdiocese.

Click **Continue** to proceed.

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Your selected location(s) are displayed on the screen.
Select **YES**, if you need to add secondary/additional locations.
(Follow instructions in previous step to select additional locations.)
Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

Academy of the Sacred Heart Elementary School (Bloomfield Hills)
• Volunteer ✓

Are you associated with any other locations?

Yes


No

If you selected online training, please click on the **green circle** to begin the **Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component** training module.

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Courses

To begin your online training, please click the title of your assigned training:

 **Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component**
Assigned: 01/28/2023
Due: 02/09/2023

If you have additional questions regarding the VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you!

