



SAINT PAUL THE APOSTLE PARISH

VIRTUS ONLINE REGISTRATION

Registration at Virtus is “**Mandatory**” for everyone upon completing their Protecting God’s Children training session. Once you have registered at Virtus you will begin to receive, by email, monthly training bulletins. These bulletins provide you with ongoing education in our efforts to keep our children and vulnerable adults safe! Each bulletin is relatively short in content and ends with a quiz on the material covered. You are required to read each one and complete the quiz. Your participation is tracked in a personal file to monitor the progress. On the anniversary of your registration with Virtus and each year thereafter you will be further required to be “recertified”. This annual testing module will take approximately 45-60 minutes to complete. It can be done at various times, it is not necessary to complete at one sitting. The content for this model comes from the bulletins you have read over the past year. As a Diocese, we are required, as part of the best practices from the annual Safe Environment Audit, to have everyone recertified annually.

The registration process is fairly simple and straightforward. By going to the Virtus website and following the instructions for Registration you will be set up and ready to start receiving the information. A guide to the various pages in the registration process is as follows:

Registration Process:

1. In your browser, type in the web address; www.virtus.org
2. At the home page, select “Registration” found at the left of the page.
3. Select “begin the registration process”. Note, we do not list sessions on Virtus.
4. Select our Diocese, “**Portland, ME.**”, from the drop down menu.
5. You now need to create your username and password, read instructions carefully.
6. Now fill in your profile page, please note the required fields.
7. From the drop down on this page select your primary location—**St. Paul the Apostle Parish—Bangor.**
8. Answer the question as it relates to other locations.
9. Select your role and indicate your title or position.
10. Select any other roles you may have.
11. Answer the 3 questions on this page.
12. The answer here should be yes.
13. We do not list sessions with Virtus so you will need to respond “**It is not listed**”.
14. Using the drop downs, enter your location and date of training. If you need help, please contact Mary Brown at 217-6740 or by email at mary.brown@portlanddiocese.org.
15. Your registration is now complete, close your browser.