All participants **must** register with **VIRTUS** *Online*.

Click on this link to access the VIRTUS Registration page:

VIRTUS Registration

Or, click on:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37569

Or, Go to http://www.virtusonline.org

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

→ Begin the registration process.

→ View a list of sessions.
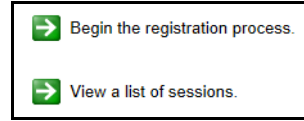
Please select your Archdiocese/Diocese/Religious Organization from the list below:
- Select your organization ----------->   [Select]

Create a User ID and 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. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

ROMAN CATHOLIC
DIOCESE OF BURLINGTON

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID: [   ]
Create a Password: [   ]

[Continue]

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 8 characters long.

Your password must be at least 8 characters long.

Important note about selecting passwords

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

Please note:

- You must provide a valid, unique email address (no shared email addresses).
- You must be able to receive a confirmation email at the address you provide.
- If you do not provide an email address, you must contact the diocese to complete your background check.

Click **Continue** to proceed.

You must provide a valid, unique email address (no shared email addresses).
You must be able to receive a confirmation email at the address you provide.
If you do not provide an email address, you must contact the diocese to complete your background check.

Please provide the information requested below
DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST
Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation: - Please select -
First Name:
Full Middle Name:
Last Name:
Nickname:
Suffix: - Please select if applicable -
Email:
Home Address:
Home Address Cont'd:
City:
State: -- Select --
ZIP:
Daytime Phone:
Ext:
Evening Phone:
Date of Birth:

[Continue]

Select your Primary Location from the dropdown.

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).

Please select the primary location where you work or volunteer.

Location: - Please select -

[Continue]

Your selected location(s) are displayed on the screen.

Select the role that you serve, and a title or description.

Click **Continue** to proceed.

If you are associated with another location(s), you should click yes. Or, choose no to continue.

Please review the following and respond:

➢ **Code of Conduct**

To proceed, please **Confirm** by clicking on: "I hereby acknowledge that I have read and understand the Code of Conduct." and enter your full name and today's date.

Click on **Continue**.

Please review the following and respond:

➤ **Policies on Ethics and Integrity in Ministry**

To proceed, please **Confirm** by clicking on: "I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry." and enter your full name and today's date.

Click on **Continue**.

Please review the next steps for screening and then click on 'Begin your Sterling Background Check'.

Please note: Educators and Non-Educators at the Catholic Schools will not be prompted for the Background Check.

Please complete the needed steps with Sterling.

Click on the green circle to begin the **Online Training**

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.

If you have additional questions about the VIRTUS registration, please contact the helpdesk at 888-847-8870 or helpdesk@virtus.org.

Thank you for completing the registration process!