THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS Online™

Registration Instructions for Diocese of Burlington

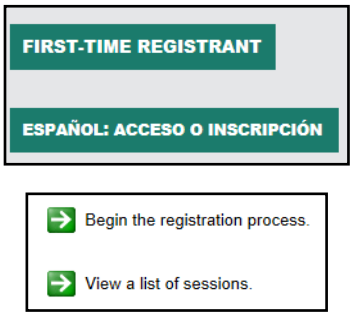
All participants **must** register with **VIRTUS *Online*.**

Click on this link to access the VIRTUS Registration page:

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

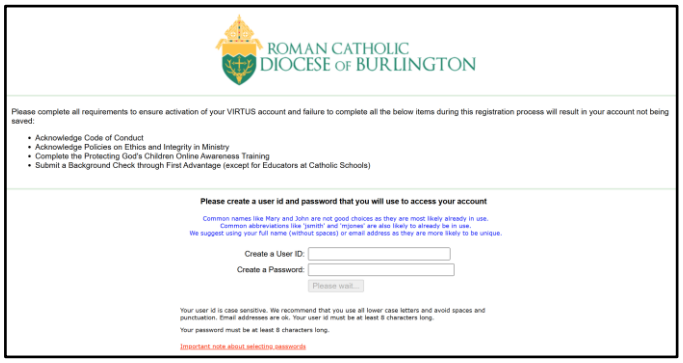
Or, Go to http://www.virtusonline.org

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



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.

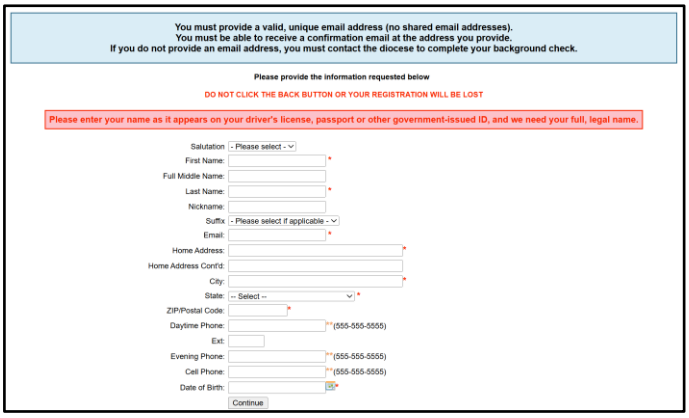


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

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.

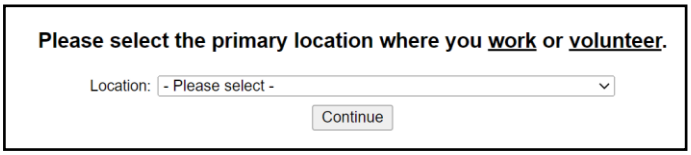
Click **Continue** to proceed.



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).



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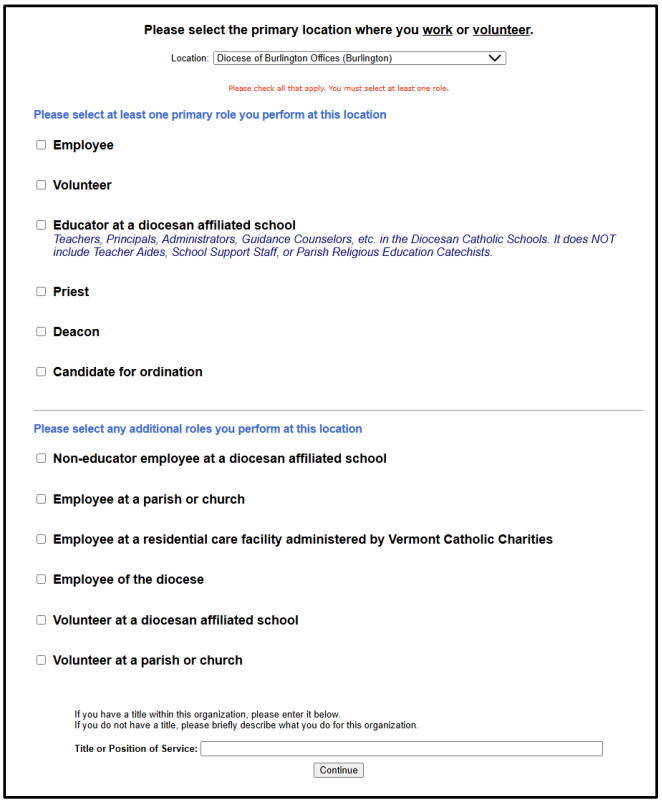
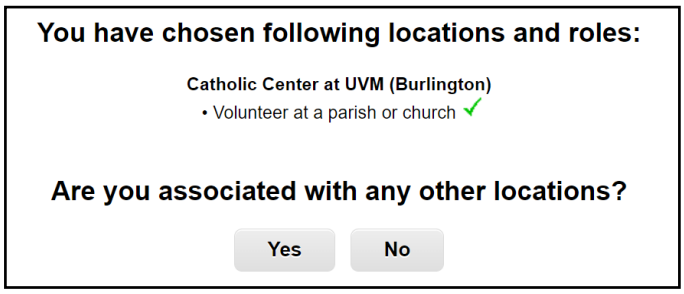
Your selected location(s) are displayed on the screen.

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.

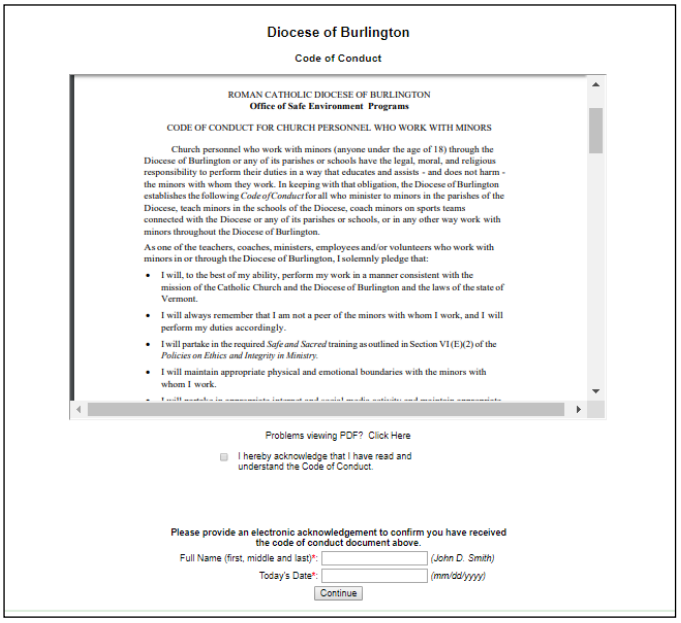


Please review the following and respond:

- **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**.



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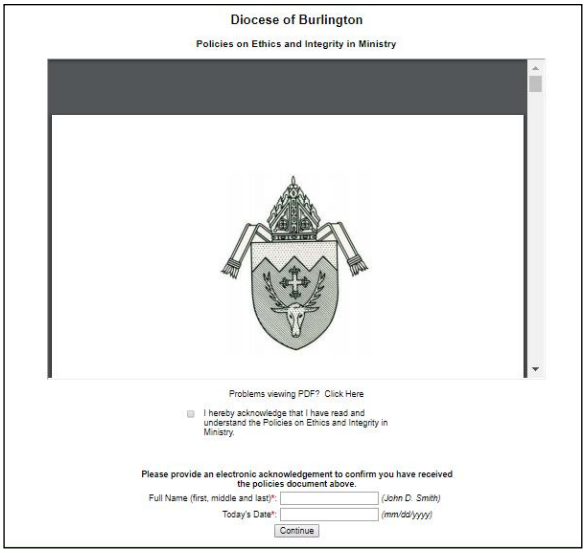
Please review the following and respond:

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

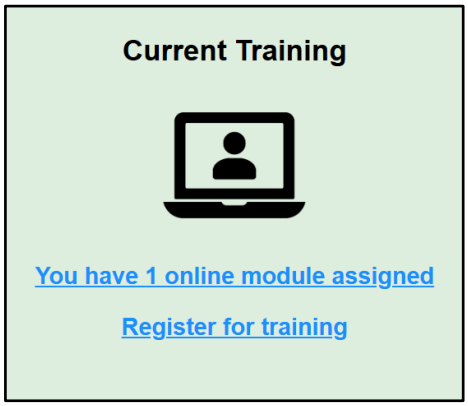
To proceed, please **Confirm** by clicking on: "I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry." and enter your full name and today's date.

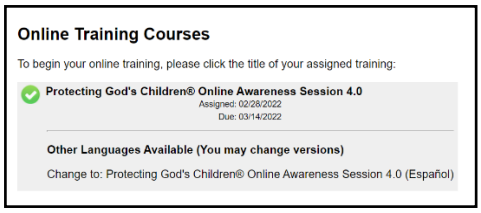
Click on **Continue**.



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

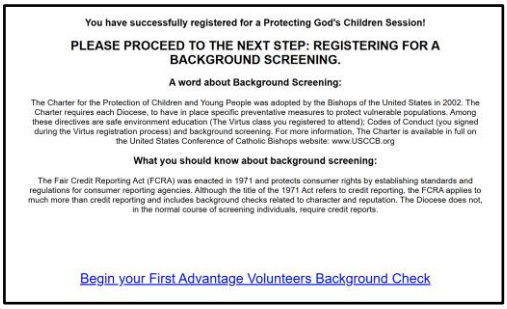
Upon completion,you will then be led to submit a background check.





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.



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!

VIRTUS® Excellence Builds Trust

. This information last revised October 2025.