

**Safe Environment Instructions  
For First Time Registrants  
Volunteering with Minors  
And  
All K-8 Catholic School Parents**

Go to [www.virtusonline.org](http://www.virtusonline.org) website.

Click on the “First Time Registrant” button and enter your profile information.

It is vital this information remains current, ESPECIALLY your email address. Your email address is how the system will communicate with you in the future.

Next, sign up for a Protecting God’s Children workshop. This workshop may be done online or in person (if offered) and only needs to be completed one time. However, if you choose the online version, you MUST commit to the entire two hours required. If you leave the workshop prior to completion, you may have difficulty resuming.

Next, you will be prompted to read the “Code of Conduct” form (which you will sign electronically).

Within one day of completing the training, the Office of Child and Youth Protection will approve your account. At this time you will receive an email from Virtus stating to log into your account to complete the background check screening process.

If you have used the site in the past and simply don’t remember your information, we can help you find your information and give you a chance to update the system.