Archdiocese *of* Washington
Child Protection and Safe Environment
Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782
Mailing Address: P.O. Box 29260, Washington, D.C. 20017
Phone: 301.853.5328 Fax: 301.853.7675
Email: childprotection@adw.org

HOW TO REGISTER ON VIRTUS

1. Go to **www.virtusonline.org**
2. Click on **FIRST-TIME REGISTRANT** that is in green on the left hand side of the Virtus Online page Under USER ID AND PASSWORD.
3. If you are searching for a session to attend, click on **View a List of Sessions**. After reviewing the list of sessions, click on Start Registration. If you know the session you want to attend, click on **Begin the Registration Process** instead.
4. Click on the down arrow to the right of select your organization, please scroll down the drop down menu until you find **Washington, DC (Archdiocese)**. Click on Select.
5. Create a User ID and Password. Click on Continue.
6. Complete the Registration Screens.
7. Please select the Primary location where you work or volunteer with children.
8. Select your roles (Please see descriptions below and select accordingly).
9. Answer all screening questions.
10. Read and Acknowledge the Pastoral Code of Conduct and Contact with Minors.
11. When you get to the screen that asks if you Have Already Attended a *Protecting God's Children* Session, click **NO** if you have not attended and select the session you want to attend. If you have attended a *Protecting God's Children* session, click **YES** and select the session that you attended and complete the rest of the registration process.
12. If you have a Virtus account and completed the Protecting God's Children Session in another State, please contact Virtus 1-888-847-8870 in order transfer your account.

Roles Definitions:

- **Priests/Deacons** – Diocesan priests/deacons in active or supply ministry.
- **Candidates for Ordination** – All seminarians and candidates for the permanent diaconate.
- **Educators** – salaried teachers, principals, and administrators in diocesan/eparchial and parish schools
- **Employees** – paid persons (other than priests/deacons or educators) who are employed by and work directly for the diocese/eparchy or parishes/schools such as central office/chancery/pastoral center personnel, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc.
- **Volunteers** – unpaid persons who assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

*If you do not have Internet access, please contact your local coordinator and he/she will assist you with the registration process.