

Instructions for
Protecting God's Children Online Training

1. Go to <http://www.virtusonline.org>
2. Click on "First-Time Registrant" (below the User ID and Password)
3. Click "Begin the registration process" and select "Lansing, MI (Diocese)"
4. Create a User ID and password; this establishes your account with our diocese and the VIRTUS program
5. Select St. Francis as your primary location and follow the prompts
6. Read and "sign" the Code of Conduct
7. There will be a message on your screen confirming that you have completed the registration process. Click on "Go to VIRTUS Online"
8. Login with your User ID and Password
9. Click on "Protecting God's Children Awareness Session"
10. When your training is complete, print your completion certificate