



VERY IMPORTANT INFO FOR all parish and school volunteers & coaches...

In last week's bulletin, I wrote about the importance of the *Virtus: Protecting God's Children* program that is in use at all parishes and school in the Diocese of Cleveland. The Diocese of Cleveland has been using this program since 2003 and many of you have attended the three hour training session. We should have record of that, by way of a copy of your certificate on file here at the parish center. Many may have attended the session, but never followed up with registering online and reading the articles. I would like to encourage you to do so now.

These instructions apply to anybody who has previously attended a Virtus session, but never registered online. You **must** know the exact date of the training session you attended. Call Michael at the parish center if you need this date.

- In your internet browser's address bar, type www.virtus.org, and hit enter. You will be taken to the Virtus website. As I am typing this, the lead article is about "Keeping kids safe at amusement parks"—very relevant as we begin our months of summer vacation.
- Select the yellow tab on the left hand side of the page "Registration".
- Select "Begin the registration process".
- Select "Cleveland, OH (Diocese)" from the drop down menu.
- Click the "select" button.
- Choose a username and password for yourself that you will use to log on to the Virtus website. Then click the "continue" button.
- Complete the form with your personal information and click the "continue" button (notice there is an option to register even if you do not have a personal email address).
- Select the primary location where you work, volunteer or worship from the drop down menu and click "continue".
- If you would like to add other locations, click "yes" and repeat the process (notice St. Angela Merici Church & School are listed as two separate places).
- Select all the roles that are true of you and click "continue".
- On the next screen, select any additional roles that apply to you and click "continue".
- Answer the three questions and click "continue".
- Click "yes" if you have previously attended a Virtus training session.
- Select the session you attended from the drop down menu and click "complete registration".

You will be online in no time! Your registration will need to be confirmed by myself or the diocesan administrator and then your account will be activated. Go to www.virtus.org and enter your username and password in order to log in.