

# VIRTUS ON LINE REGISTRATION GUIDE

CLICK ON LINK SHOWN BELOW – Cntrl+ Mouse button - Click

[https://www.virtusonline.org/virtus/reg\\_list.cfm?theme=0](https://www.virtusonline.org/virtus/reg_list.cfm?theme=0)



Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

Click down arrow to Select “St Thomas Syro-Malabar Catholic Chicago (Diocese)”



Please select your Archdiocese/Diocese/Religious Organization from the list below:

St. Thomas Syro-Malabar Catholic Chicago (Diocese)	<input type="button" value="Select"/>
Scranton, PA (Diocese)	▲
Seton Hall University	
Shreveport, LA (Diocese)	
Sioux City, IA (Diocese)	
Spirit of Love and Deliverance Baptist Church	
Spokane, WA (Diocese)	
Springfield-Cape Girardeau, MO (Diocese)	
Springfield, IL (Diocese)	
St. Augustine, FL (Diocese)	
St. Charles Borromeo (Oakland)	
St. Louis, MO (Archdiocese)	
St. Mary's Parish in Shrewsbury (Worcester)	
St. Paul and Minneapolis, MN (Archdiocese)	
St. Petersburg (demo) (Diocese)	
St. Thomas the Apostle Church, Amarillo TX	
St. Thomas Syro-Malabar Catholic Chicago (Diocese)	
St. Thomas Chaldean Eparchy	
Syracuse, NY (Diocese)	
Trenton, NJ (Diocese)	
Tulsa, OK (Diocese)	▼

Please select your Archdiocese/Diocese/Religious Organization from the list below:

St. Thomas Syro-Malabar Catholic Chicago (Diocese)

You will see “Start Registration”, To Start Registration, CLICK → START REGISTRATION



This is a list of upcoming sessions in your area.

Unless otherwise noted all sessions are conducted in English.

[Start Registration](#)

Protecting God's Children for Adults

Where: Santa Ana, CA (Santa Ana)  
5021 W. 16th Street St. Thomas Apostle Syro-Malabar Parish

When: Sunday, August 24, 2014  
1:00 PM

Estimated length of session: 3 hrs

Spaces remaining: 12 of 30

Language: This session will be conducted in English

Protecting God's Children for Adults

Where: Phoenix, AZ (Phoenix)  
3221 N. 24th Street Holy Family Syro-Malabar Parish

When: Saturday, September 6, 2014  
10:30 AM

Estimated length of session: 3 hrs

Spaces remaining: 29 of 30

Language: This session will be conducted in English

Notes: Priests, Adult CCD teachers (18 and above), Parents at Holy Family Syro-Malar Catholic Church. If you need any further details or clarifications, Please contact me at "ashbee99@gmail.com"

You will see “Below screen, Create a USER ID – it can be your EMAIL id, like [happy123@gmail.com](mailto:happy123@gmail.com) and password can be – zipcode or anything you like. Make sure you write it down somewhere for future reference.

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Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.  
Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use.  
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

[Continue](#)

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 4 characters long.

[Important note about selecting passwords](#)

ONCE you input User ID and Password – CLICK → Continue; You see SCREEN to fill in your details



Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

FILL IN THE DETAILS & then – CLICK → Continue → to Select PHOENIX AZ



Please select the primary location where you work, volunteer or worship

**Do not select the location of your training session**

(unless it falls into one of the categories above)

Primary location:

If you are associated with multiple locations, please select the location first. location first. volunteer or worship.

Then click the continue button to select the location first. volunteer or worship.

- Maywood, IL (Maywood)
- Milwaukee, WI (West Allis)
- Minneapolis, MN (Richfield)
- Morton Grove, IL (Morton Grove)
- Nashville, TN (Madison)
- Northern Virginia, VA (Centreville)
- Oklahoma City, OK (Oklahoma City)
- Orlando, FL (Longwood)
- Pearland, TX (Pearland)
- Philadelphia, PA (Philadelphia)
- Phoenix, AZ (Phoenix)
- Pittsburgh, PA (Pittsburg)
- Raleigh/Durham, NC (Apex)

Primary location:

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This is the list of locations with which you are associated:

Phoenix, AZ (Phoenix)  
Phoenix, AZ (Phoenix)

Do you work, volunteer or worship in another location?

YES NO

The moment you Select PHOENIX AZ and click Continue, you will see below screen asking "DO YOU WANT VOLUNTEER IN ANOTHER LOCATION, --- click → NO

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If you have a title within your diocese, please enter it here:

Continue

If you have title in the Diocese, input Or Just Click → Continue

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Please select any additional roles that you play within your diocese

Please check all that apply.

- Educator     Priest  
 Employee     Volunteer

Continue

Select Educator or Volunteer OR Both depending on your responsibility

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Are you a parent or guardian of a child under 18?

- Yes
- No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

- Yes
- No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes
- No

Continue

**Above, Select whichever is applicable to you and CLICK → Continue**

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St. Thomas Syro-Malabar Catholic Diocese of Chicago

Code of Conduct for Church Personnel



[Download the Code of Conduct](#)

I have downloaded and read the Code of Conduct and agree to its requirements

**Download and Read the “Code of Conduct” and Click “Agree to its requirements”**

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Have you already attended a VIRTUS Protecting God's Children Session?

YES NO

**Click → NO, so that you can attend the program as part of Chicago Diocese.**

**NEXT – you will given options for “Protecting God’s Children for Adults”**

Please select the session you wish to attend

- Protecting God's Children for Adults
  - Where:** Santa Ana, CA (Santa Ana)  
5021 W. 16th Street St. Thomas Apostle Syro-Malabar Parish
  - When:** Sunday, August 24, 2014  
1:00 PM
  - Estimated length of session:** 3 hrs
  - Spaces remaining:** 12 of 30
  - Language:** This session will be conducted in English
- Protecting God's Children for Adults

**SCROLL down to look for PHOENIX, AZ location and select,**

→ → [https://www.virtusonline.org/virtus/reg\\_8pre.cfm?theme=0](https://www.virtusonline.org/virtus/reg_8pre.cfm?theme=0)

**Language:** This session will be conducted in English  
**Notes:** The session is scheduled for all volunteers including including teachers Lo

- Protecting God's Children for Adults
  - Where:** Santa Ana, CA (Santa Ana)  
5021 W. 16th Street St. Thomas Apostle Syro-Malabar Parish
  - When:** Sunday, August 31, 2014  
1:00 PM
  - Estimated length of session:** 3 hrs
  - Spaces remaining:** 30 of 30
  - Language:** This session will be conducted in English
- Protecting God's Children for Adults
  - Where:** Baltimore, MD (Hagerstown)  
224 W. Washington Street St. Alphonsa Syro-Malabar Mission
  - When:** Sunday, August 31, 2014  
1:30 PM
  - Estimated length of session:** 2 hrs 30 min
  - Spaces remaining:** 20 of 30
  - Language:** This session will be conducted in English
  - Notes:** Priests, adult CCD teachers (18 and above), Malayalam class teachers and Church volunteers working with children at St. Alphonsa Syro Malabar Parish must attend. If you have questions or concerns, please contact D (PH) 410 868 4491 (C) mathew@umbc.edu (Email)
- Protecting God's Children for Adults
  - Where:** Phoenix, AZ (Phoenix)  
3221 N. 24th Street Holy Family Syro-Malabar Parish
  - When:** Saturday, September 6, 2014  
10:30 AM
  - Estimated length of session:** 3 hrs
  - Spaces remaining:** 29 of 30
  - Language:** This session will be conducted in English
  - Notes:** Priests, Adult CCD teachers (18 and above), Parents at Holy Family Syro-Malar Catholic Church. If you need any further details or clarifications, Please contact me at "ashbee99@gmail.com"

The page at <https://www.virtusonline.org> says: ✕

Are you sure this is the session you wish to attend?

Click OK to complete your registration or click CANCEL to choose another session.

**You will be prompted with new screen below, Select OK.**

The page at <https://www.virtusonline.org> says: ✕

Are you sure this is the session you wish to attend?

Click OK to complete your registration or click CANCEL to choose another session.

**That's all, you have completed the registration process, please check email for details.**

**VIRTUS Online Website has WONDERFUL resources; please sign in to see latest articles, discussions and much more....**

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**Thank you for completing the registration process.**

Thank you for registering for a Protecting God's Children session and with VIRTUS Online.  
You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.

**Thank you for your time in registering for the class.**

**Any questions, do not hesitate to contact Fr Mathew Munjanath or Patrick Ashok @ 602 349 8465**