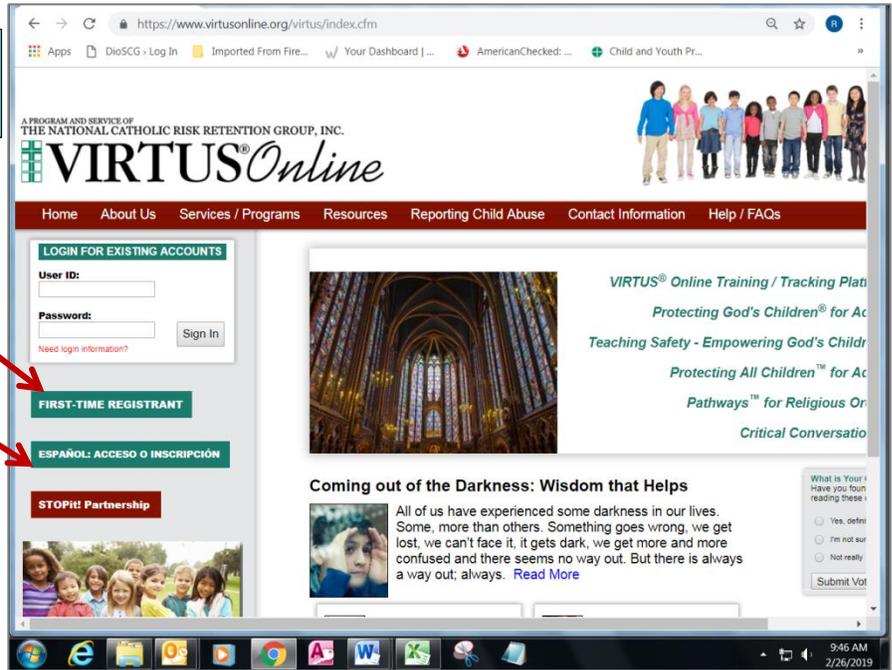


How to Register for a VIRTUS training?

Step 1: Go to:
www.virtusonline.org

Step 2:
Click on “First-Time Registrant”

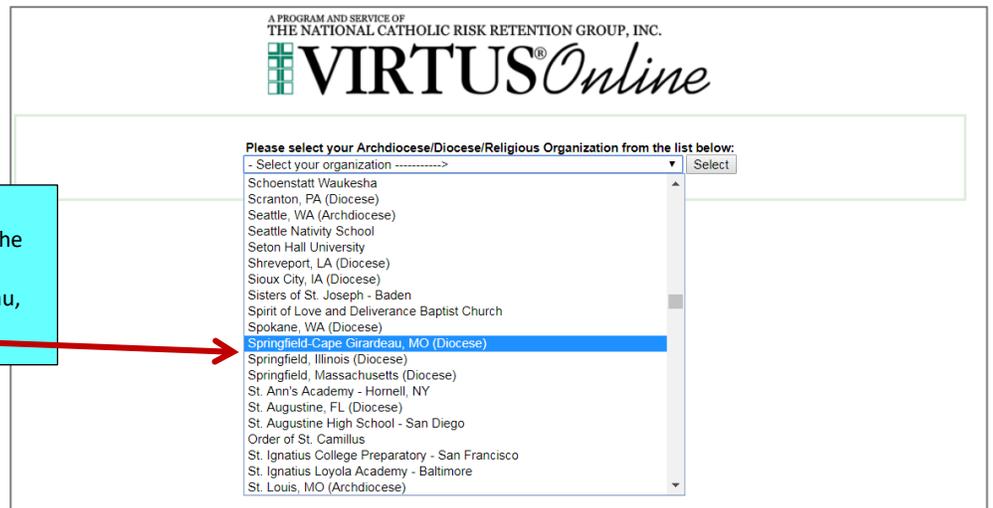
If Spanish speaking click on “Español: Acceso o Inscripción” and the remainder of your registration will be in Spanish.



Step 3:
“Begin the registration process”



Step 4:
Choose our diocese from the drop down menu:
“Springfield-Cape Girardeau, MO (Diocese)”



In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option.

This is a temporary precaution, and we will still offer the live training sessions available as an option.

If you have any questions, please contact the Office of Child and Youth Protection, 417-866-0841.

Step 5:

Create a User ID (no more than 16 characters long) and a Password (at least 8 characters long). Save this information because you will need it to access your account

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: (Maximum 16 characters)

Create a Password:

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 8 characters long.

Step 6:

Fill in appropriate contact information. It is very important that we have an email address. Only choose "No Email" if you absolutely do not have access to the internet and emails.

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VIRTUS[®]Online

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

Please provide the information requested below

Salutation:

First Name: *

Middle Name:

Last Name: *

Email: *

Home Address: *

Home Address Cont'd:

City: *

State: *

ZIP: *

Daytime Phone: *

Ext:

Evening Phone: *

* Required field
* One field in this group is required

Step 7:

Select your primary location: the parish or school where you are employed or do most of your volunteering and press continue.

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In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Location:

In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Location:

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

- Employee (Parish/Parochial)
- Employee (Diocesan/Eparchial)
- Volunteer

- Priest
- Deacon
Permanent Deacon
- Candidate for ordination
- Educator
An educator is a Catholic School contract employee or administrator.

Please select any additional roles you perform at this location

- Employee (Catholic School)
A non-contract employee of a diocesan Catholic school.
- Parent

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

Keep in mind that only a licensed-contracted teacher or administrator in a Catholic School is considered an "Educator" for this situation. All other persons paid by the schools are considered employees (aides, cafeteria workers, paraprofessionals, etc.)

Step 8:
Select your role and enter your title or a brief description of your duties.

Step 9:
If you work or volunteer at another location click "Yes". You will be given an opportunity to choose additional locations.

If only work or volunteer at one location click "No".

You have chosen following locations and roles:

- Catholic Center (Springfield)
- Parent
- Volunteer ✓

Are you associated with any other locations?

Step 10:

Answer the questions and click continue.

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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

Step 11:

Click on the PDF icon to open and print the Code of Conduct. Read, complete page 5, and return only page 5 to you parish of school office.

If you don't have access to a printer, the office will have copies or you may contact the Office of Child & Youth Protection at 417-866-0841 to request a copy.

Click Continue

Log In Imported From Fire... Your Dashboard [...] AmericanChecked... Child and Youth Pro... Citrix XenApp - Log... MyMercy - Login

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VIRTUS[®]Online

Code of Conduct



Code of Conduct

Quy tắc ứng xử



Code of Conduct

The Diocese of Springfield-Cape Girardeau requires a signed copy of the Code of Conduct in paper form annually. Please print this document, complete and submit to the designated local safe environment coordinator at your parish or school office. If you do not have access to a printer these forms are also available at your local parish or school office.

Continue

Step 12:

Click on the PDF icon to open and print the Background Disclosure and Authorization Form. Complete page one, and return only page one to you parish of school office.

If you don't have access to a printer, the office will have copies or you may contact the Office of Child & Youth Protection at 417-866-0841 to request a copy.

Click Continue

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VIRTUS[®]Online

Background Disclosure and Authorization



Background Disclosure and Authorization

The Diocese of Springfield-Cape Girardeau requires a signed copy of the Background Disclosure and Authorization in paper form annually. Please print this document, complete and submit to the designated local safe environment coordinator at your parish or school office. If you do not have access to a printer these forms are also available at your local parish or school office.

Continue

Step 13:

If you are registering for an upcoming LIVE or ON LINE session click No.

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VIRTUS[®]Online

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

YES NO

Please select the session you wish to attend

- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)
- Protecting God's Children for Adults 3.0 Full Videos (Korean subtitles)
- Protecting God's Children for Adults 3.0 Full Videos (Vietnamese subtitles)
- Protecting God's Children for Adults
 - Where: St. Teresa Parish-Glennonville (Glennonville/Campbell)
40694 State Highway JJ
 - When: Thursday, September 2, 2021
6:00 PM
 - Estimated length of session: 3 hrs
 - Spaces remaining: 30 of 30
 - Language: This session will be conducted in English
 - Notes: This VIRTUS Training is developed for adults. The content is not appropriate for children and there is no child care available at this location.
- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)

Continue

Step 14:
You will be given an option to register for an **online session** in English or Spanish or Vietnamese.

A list of upcoming **LIVE sessions** in our diocese will appear in date order beginning with the closest in time. **Note at this time we have no LIVE Sessions. If no live sessions are available, you will only see the option for online training.**

DioSCG > Log In Imported and Youth Pr...

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.

- Protecting God's Children for Adults**
 - Where: Catholic Center (Springfield)
601 South Jefferson Avenue
 - When: Friday, March 1, 2019
9:00 AM
 - Estimated time: 3 hrs
 - Spaces remaining: 16 of 24
 - Notes: Pallotti Center. The VIRTUS Training is for adults only. No childcare services available at this location.

Step 15:
If you chose the **online option** for your training this screen will appear, click "ok" and you will be prompted to begin your session.

Note that when you choose Protecting God's Children for Adults you will be automatically be enrolled in a Mandated and Ethical Reporter Training. BOTH must be completed before you are considered trained.

Step 16:

Your VIRTUS home page will appear. Note in the **current training box** it indicates the number of training modules you need to complete. If you click on the statement “You have 2 online modules assigned”, the following screen appears.

Current Training



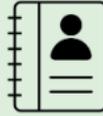
[You have 2 online modules assigned](#)

Required Documents



Missing Code of Conduct

Contacts



Your primary contact

William Holtmeyer
billholtmeyer@dioscg.org
417-866-0841

My Info



Your primary location
Assumption Abbey (Trappist) (Ava)

Your primary role
Volunteer

Online Training Modules

Note: The Protecting God's Children and the Mandated and Ethical Reporter Training are both to be completed to fulfill the diocesan Safe Environment Training requirement

To begin your online training, please click the title of your assigned training:

- ✓ [Mandated and Ethical Reporter Training 1.0_Springfield-Cape Girardeau](#)
Assigned: 09/24/2022
Due: 10/08/2022
- ✓ [Protecting God's Children® Online Awareness Session 4.0_Springfield-Cape Girardeau](#)
Assigned: 09/24/2022
Due: 10/08/2022

Other Languages Available (You may change versions)
Otros idiomas disponibles (puede cambiar versiones)

Change to: Protecting God's Children® Online Awareness Session 4.0_Springfield-Cape Girardeau (Spanish)

[See available training modules](#)

Step 17:

Click on a title of the training to begin the session.

Note that when you choose *Protecting God's Children for Adults* you will be automatically be enrolled in a *Mandated and Ethical Reporter Training*. BOTH must be completed before you are considered trained.