

All participants **must** register with **VIRTUS Online**.
Registration must be completed on a laptop or desktop.
IPhones, smart phones, or tablets are not recommended.
(DO NOT USE: Microsoft Edge, Safari, an iPhone or
Smart Phone to register online. DO USE Google
Chrome or Internet Explorer



To register, click on the following link:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=14049

Click to begin the process.

Create a User ID and Password you can easily remember.
This is necessary for all participants. This establishes your account
with the VIRTUS program. If your preferred User ID is already
taken, please choose another ID. We suggest the use of email
addresses as user names.

Click **Continue** to proceed.

Provide **all** the information requested on the screen.
Several fields are required, including: First & Last Name, Email
Address, Home Address, City, State, Zip, Phone Number, Date of
Birth, and any previous names used.

(Note: Do not click the back button or your registration will be
lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at
mail.yahoo.com, or any other free service. This is necessary for your Safe
Environment Coordinator to communicate with you. If you cannot obtain an
email address, enter: noaddress@virtus.org.

Select the **PRIMARY** location where you work or volunteer by
clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select
those additional locations in future screen(s).

Diocese of Charlotte Registration Instructions

Click **Continue** to proceed.

If you have **not** attended a **VIRTUS Protecting God's Children** session, choose **NO**.

Otherwise, choose **YES**.

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

YES NO

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children instructor-led** sessions scheduled for the **Diocese of Charlotte**. The Protecting God's Children® Online Awareness Session is the last class listed.

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Charlotte**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)



If you are required to complete a background check, please click on Submit Background Check to complete a background check on a secure website. Google Chrome or Internet Explorer

If you do not wish to submit your Background Check information online, please contact your Local Coordinator to obtain a paper Disclosure and Release form.

All employees and volunteers in the Diocese of Charlotte must have a background check completed before beginning their employment or volunteer activities.

Thank you for completing the registration process.

Your background check is ready to complete.

Clicking the button below will take you to the background check provider website.

Please note that your background check **IS NOT** yet complete.

Submit Background Check

Your registration is completed with your Confirmation from Screening One.

After you attend the training session, you will receive an email of approval.

Thank you for completing the registration process!

If you experience difficulties creating your online account or submitting a background check request, please use Google Chrome or Internet Explorer

