STEP 1:
For Volunteers of the Diocese of Jefferson City who have never established an account with VIRTUS, visit the website “virtus.org” and click on “First Time Registrant”.

STEP 2:
If there are no live sessions that you can choose, click “Begin the registration process.”
STEP 3:
Choose Jefferson City, MO (Diocese) from the dropdown list.
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STEP 4:
If you have not previously registered with VIRTUS Online, you'll need to select “No” and create a User ID.
If you already have a VIRTUS Account, please contact the Helpdesk at helpdesk@virtus.org or 888-647-0870 to receive your login information. Thank you!

If you have previously attended the Protecting God’s Children training within the Diocese of Jefferson City, please contact the VIRTUS Helpdesk at helpdesk@virtus.org or at 888-647-0870 to retrieve your login information.

During this registration process, you will be required to:
1. Read and electronically sign the Code of conduct.
2. Complete and print the Code of Conduct and Reflection Form, sign and mail to the address on the form.
3. Complete the online background check process through SELECTONE.com, if required.
4. If a training session is not available during this registration process, you will need to sign up at a future date with the user id and password you create below.

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

Your user id is case sensitive. We recommend that you use a mixture of letters and numbers. Be creative and avoid obvious or personal things that do not clearly identify you.

Your user id must be at least 6 characters long. Your password must be at least 8 characters long.

Important note about selecting passwords:

STEP 4:
Create a User ID and Password. Save this (if your computer allows) in the event you may need to enter your account in the future.
STEP 5:
Complete all information on this page. Remember, your name must be as it is on your driver’s license.
STEP 6:
Select the parish where you work or volunteer.
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Select the parish where you work or volunteer.
STEP 7:
Once your place of work or where you volunteer is chosen and you have submitted it, you will be asked to select the primary role you will perform at that location.
STEP 8:
Choose “Yes” or “No” if you are associated with any other locations. For this example, we chose “No.”
Are you a parent or guardian of a child under 18?
- Yes
- No

Do you now or will you in the future have ongoing, unsupervised contact with children and/or vulnerable adults as a service of this diocese, parish or school?
- Yes
- No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/archdiocesan/religious organization in any capacity?
- Yes
- No

**STEP 9:**
Please answer the questions above, and click “Continue”.
STEP 10:
Please answer the question above, and click “Continue”.

Are you an employee or volunteer in a pre-k or early childhood program (Pre-Kindergarten)?
- Yes
- No
STEP 11:
If you are a volunteer, choose “Yes” to skip the background check. All others should choose “No”.
STEP 12:
Download and read the Code of Pastoral Conduct. Click the box verifying you read it and type your name and the date in the boxes in the manner indicated. Click “Continue”.
STEP 13:
Download and print the Child Abuse or Neglect Registry form. Complete it and send to the address indicated. Provide your name and date in the boxes indicated.
STEP 14:
If you have attended a VIRTUS class, choose “Yes”. You will be presented with a list of dates. Please choose the correct date. If you have not, choose “No”. In this example, we chose “No”.
STEP 15:
If you choose “No” you will see this next screen. Choose either “Protecting God’s Children For Adults (Online Training)” in English or Spanish. Click “Continue”.
Thank you for registering 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.

STEP 16:
You have now completed the registration. Next, exit and log back into your VIRTUS account at “virtus.org”. This time, log in under “Log in for Existing Accounts”. Once you are in your account, click on the “Training” tab. On that page will be the icon for the training. Click the icon to begin. It is best to complete the 1.5 hour training in one sitting.
STEP 16:
You have now completed the registration. Next, exit and log back into your VIRTUS account at "virtus.org". This time, log in under “Log in for Existing Accounts”. Once you are in your account, click on the “Training” tab. On that page will be the icon for the training. Click the icon to begin. It is best to complete the 1.5 hour training in one sitting.