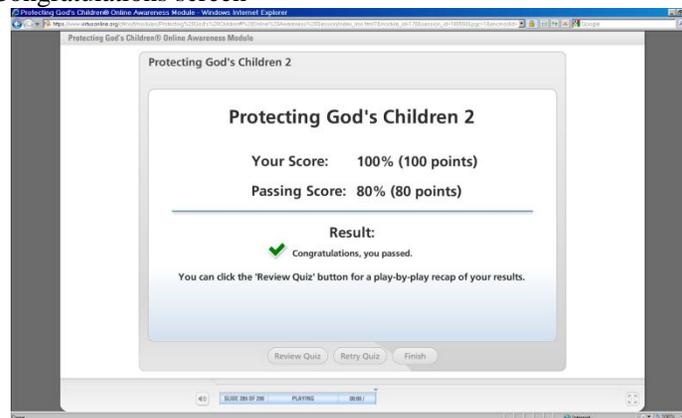


For User:

Protecting God's Children Program (PGC)/VIRTUS Online Version

1. How do I Register for PGC Online?

- Go to www.virtus.org, click on Registration
- Click on Begin the registration process
- Click on drop down box and select Davenport, IA (Diocese)
- Create a user id and password and click continue
(Please write this information down and keep in safe place.)
- Complete the required information on the form and click continue
- Select the primary location where you will work or volunteer
- Select the roles you have at your parish/ one of our Catholic schools and click continue
- You will be asked, "Have you already attended a Protecting God's Children Session?", select NO
- You will then scroll down to the bottom of the screen and click on **Protecting God's Children for Adults (Online Training)**.
- You will get a message that pops up and says "Are you sure this is the session you wish to attend? Click OK to complete your registration.
- Click on the box that says "Go to VIRTUS online"
- Put in your user ID and Password and click Login
- It will take you directly to the "toolbox" tab
- Click on the Protecting God's Children Online Awareness Session, Version 2 (it will have a green check mark by it)
- When you click on the link if it gives you an error "could not create pop-up window. Ensure your security settings allow popups from this site" click OK
- You will usually see a yellow bar that says "pop-up blocked. To see this pop-up or additional options click here" if you right click here, choose "temporarily allow pop-ups".
- Then go back and click on this link it will start your training session which is about 1 hour and ½ long (depending on your internet connection).
- You will have to answer 10 at the end of the session
- You will get a Congratulations screen



- Click finish and give the program time to update

- You will see a Completion of Training Material Screen and then click “x” to close



- You will see a screen that shows your training you just completed and it would say “Account waiting approval” / next to it you will see print certificate (PDF format)
- Click on “print certificate” and provide a copy of the certificate to your Employer/Church or Catholic School Office

