

Please click on this link to access the VIRTUS Registration page:

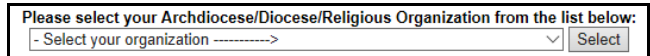
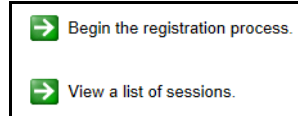
[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=15497](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=15497)

Or:

Go to [www.virtus.org](http://www.virtus.org)

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on **Begin the registration process**.

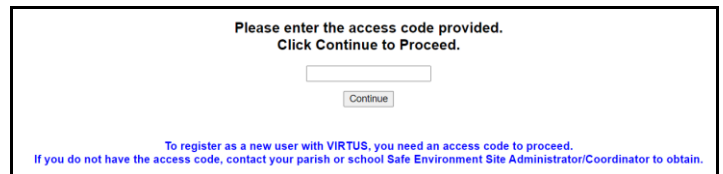
Select the name of your organization **Pittsburgh** - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Please enter the access code provided by your Diocese, Parish, or School.

To register as a new user with VIRTUS, you need a access code to proceed. If you do not have the code, contact your parish or school [Safe Environment Site Administrator/Coordinator](#) to obtain.

Click **Continue** to proceed.



**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 usernames.

Click **Continue** to proceed.

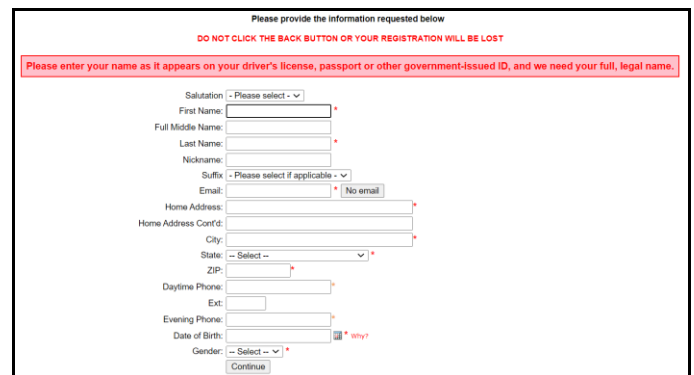


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and Gender.

**(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](mailto: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](mailto: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).

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:

Select the role(s) that you serve within the Diocese of Pittsburgh and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **Continue** to proceed.

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

- Candidate for ordination**  
*Seminarian or Deacon Candidate*
- Central Administration Employee**
- Deacon**
- Educator**  
*Catholic School Teacher*
- Parish Employee**
- Parish Volunteer**
- Preschool/Child Care Services Employee**
- Priest**
- School Employee**
- School Volunteer**

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:

Your selected location(s) and role(s) are displayed on the screen.

Select **YES** if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

**You have chosen following locations and roles:**

**Bishop Canevin High School (Pittsburgh)**  
• School Volunteer ✓

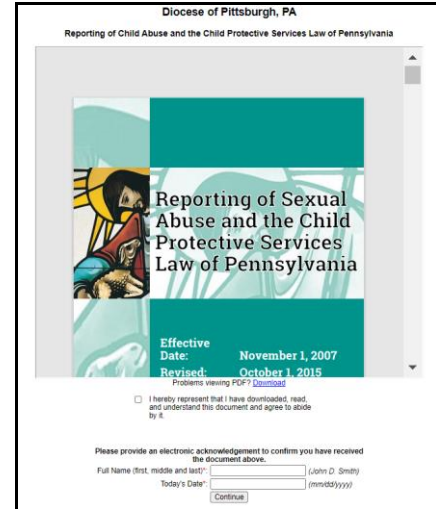
**Are you associated with any other locations?**

Please read the following **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania** and respond:

➤ **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

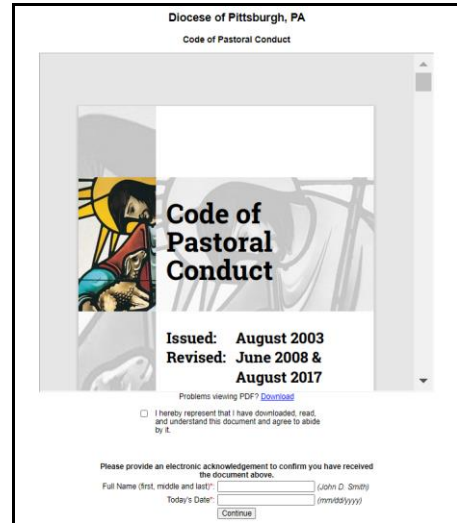


Please read the following **Code of Pastoral Conduct**, and respond:

➤ **Code of Pastoral Conduct**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

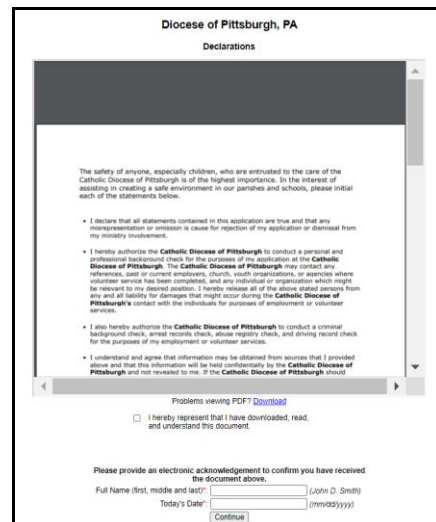


Please read the following **Declaration** and respond:

➤ **Declarations**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document." and enter your full name and today's date.

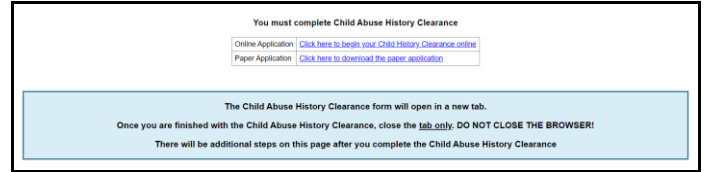
Click on **Continue**.



You must complete a **Child Abuse History Clearance**.

Please click to begin the Online Application or download the Paper Application.

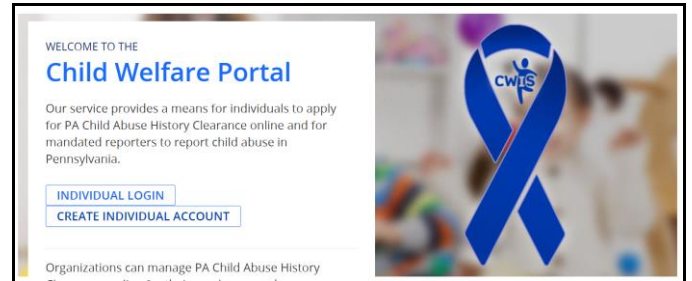
The Child Abuse History Clearance form will open in a new tab. Once you are finished with the Child Abuse History Clearance, close the tab only, **DO NOT CLOSE THE BROWSER**. There will be additional steps on this page after you complete the Child Abuse History Clearance



If you chose to begin the **Online Application**, please proceed by creating an account within the **Child Welfare Portal**.

**Please turn in the Clearance certificate to your Site Administrator.**

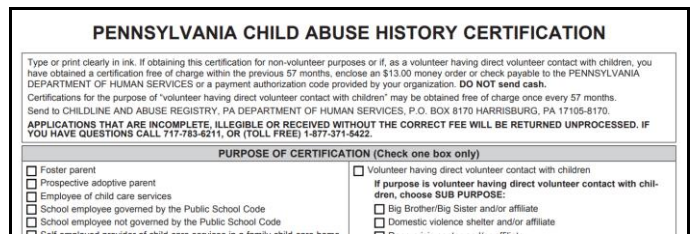
**Once completed, please just close the tab.**



If you chose to complete the **Paper Application**, please print, fill out, sign and provide to your Site Administrator.

**Please turn in the Application to your Site Administrator.**

**Once completed, please just close the tab.**



Please answer the following questions.

Click on **Continue**.

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

Yes  
 No

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

Yes  
 No

Please answer the following question.

Click on **Continue**.

Have you lived in Pennsylvania for at least 10 consecutive years?

Yes  
 No

If you selected **Yes**, please review the following **Disclosure Statement Application for Volunteers** and respond:


### Disclosure Statement Application for Volunteers

To proceed, please **Confirm** by clicking on: **"I will download, print and sign this document and then return it to my local safe environment coordinator."**

Click on **Continue**.

**Diocese of Pittsburgh, PA**

**Disclosure Statement Application for Volunteers**



[Disclosure Statement Application for Volunteers](#)

I will download, print and sign this document and then return it to my local safe environment coordinator.

[Continue](#)

If you have not previously attended a Protecting God's Children Session within the Diocese of Pittsburgh, please select **No**.

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

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children** sessions scheduled for the **Diocese of Pittsburgh**.

Click on **Continue**.

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)

[Continue](#)

(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 Pittsburgh**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Continue**.)

If presented with the screen, please click to begin your FBI Clearance.

The FBI Clearance form will open in a new tab. Once you are finished with the FBI Clearance, close the tab only, **DO NOT CLOSE THE BROWSER**. There will be additional steps on this page after you complete the FBI Clearance.

You must complete an FBI Clearance

FBI Clearance Codes

Parish Volunteer	Use code 1KG62J
School Employee	Use code 1KG6TR
Preschool/Child Care Services Employee	Use code 1KG738
School Volunteer	Use code 1KG6Y3
Parish Employee	Use code 1KG756
Central Administration Employee	Contact Colleen Murin <a href="mailto:cmurin@diopitt.org">cmurin@diopitt.org</a>
Clergy	Contact Colleen Murin <a href="mailto:cmurin@diopitt.org">cmurin@diopitt.org</a>

[Click here to begin your FBI Clearance](#)

The FBI Clearance form will open in a new tab.  
Once you are finished with the FBI Clearance, close the tab only, **DO NOT CLOSE THE BROWSER!**  
There will be additional steps on this page after you complete the FBI Clearance.

Please click to schedule an appointment.

Once completed, please just close the tab.

**IdentoGO**

**1KG6Y3 - Pennsylvania PDE-Volunteer**

[← Back to Home](#)  
[Schedule or Manage Appointment](#)

If presented with this screen, you must complete the **Mandated Reporter Training**. This training will take up to three hours.

Please click on the **Online: Mandated Reporter Training** link to begin the process.

**Mandated Reporter Training**

You are required to complete Mandated Reporter Training.

Please click the link below and [create your account](#) for the Mandated Reporter Training.

**Return to this tab before beginning the training - the training will take up to 3 hours.**

Online: [Mandated Reporter Training](#)

**Please** create an account to begin the training.

**Once completed, please just close the tab.**



**If you chose an online training, please click on the green circle** to begin the **Online Training**.

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870 or [helpdesk@virtus.org](mailto:helpdesk@virtus.org). Thank you!

**Online Training Courses**

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

**Protecting God's Children® Online Awareness Session 3.0**  
Assigned: 01/08/2021  
Due: 01/22/2021

**Other Languages Available (You may change versions)**

Protecting God's Children® Online Awareness Session 3.0 (Spanish)