Protecting God's Children 4.0 Online Awareness Training
for the Dioceses of Buffalo

To enroll for the training:

1. Go to the www.virtus.org website and click on **First Time Registrant**

2. Select **Begin the registration process**:

3. Select **Buffalo, NY (Diocese)** from the drop-down list and click **Select**

4. Click **No** on the Have you previously registered with VIRTUS screen

5. The next step is to create a <u>unique</u> User ID (minimum length 4) and a Password (minimum length is 8)

6. After creating a User ID and Password, enter your name, address, email, phone, etc.

7. Choose **Notre Dame Academy (Buffalo)** as your Primary Location

8. Choose **Volunteer** as the primary role

9. In the Title or Position of Service box enter: **Parent Volunteer**

10. If you volunteer at any other locations you can add them on the next page, otherwise choose **No**

11. Choose **Yes** for the first question and you can answer **No** to the following questions. Then click Continue

12. You will be asked to read and sign the Code of Conduct AND the Uniform Release Authorization (background check)

13. Choose **I am required to participate in BOTH** training and a background check and click continue

14. Choose if you would like the training in English (Buffalo) or Spanish

15. You will confirm their information and will be directed to the background check website "fastraxselect.com" to complete their background check.

16. Then login to Virtus and your account will show that an online training has been assigned.

17. Click on the "Current Training box and the assigned training will show on the next screen. Click on the training link to begin.