

## VIRTUS 4.0 Registration Process

To register for VIRTUS training as a Diocese of Helena employee or volunteer, go to [www.virtus.org](http://www.virtus.org) and complete the following steps:

- Click on the **First Time Registrant** button

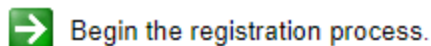
A green rectangular button with white text that reads "FIRST-TIME REGISTRANT".

- If you already have a VIRTUS account but are **having trouble logging in**, please choose the “I Need Login Help” button

A blue rectangular button with white text that reads "I NEED LOGIN HELP".

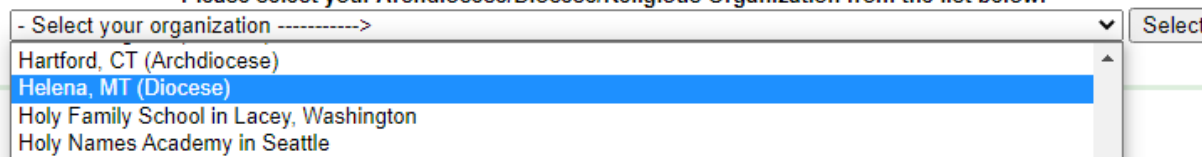
- If you had a VIRTUS account in the past but is **inactive due to an interruption in your service and/or being out of compliance with your monthly bulletins**, please contact the VIRTUS Coordinator for the Diocese of Helena at (406) 442-5820

- Choose the **Begin the registration process** option

A green button with a white right-pointing arrow and the text "Begin the registration process.".

- Select **Helena, MT (Diocese)** from the drop-down list

Please select your Archdiocese/Diocese/Religious Organization from the list below:

A screenshot of a web form. At the top, it says "Please select your Archdiocese/Diocese/Religious Organization from the list below:". Below this is a dropdown menu with a grey border and a downward arrow on the right. The menu is open, showing a list of options: "- Select your organization ----->", "Hartford, CT (Archdiocese)", "Helena, MT (Diocese)", "Holy Family School in Lacey, Washington", and "Holy Names Academy in Seattle". The "Helena, MT (Diocese)" option is highlighted in blue. To the right of the dropdown menu is a "Select" button.

- Follow the prompts to complete these steps:
  1. Create your VIRTUS account
  2. Read the introductory letter from Bishop Vetter
  3. Acknowledge receipt of the Diocese of Helena Sexual Conduct Policy 2022 (*Policy Regarding Abuse of Minors and Vulnerable Adults, Sexual Misconduct and Sexual Harassment and Code of Pastoral Conduct*)
  4. Select your preferred Protecting God’s Children® Training Session
    - Online or In-Person trainings options are available, so please check with your Parish or School about local requirements
  5. Enter your background check information
- Complete your VIRTUS training session, either Online or In Person

Once you have completed your initial training and your background check has also been completed, your VIRTUS account will be activated.

You will then be responsible for keeping up with ongoing monthly training bulletins; a reminder email with link to the training will be emailed to you from VIRTUS at the beginning of each month. **If you fall behind more than 6 bulletins, your account will be subject to deactivation and you will have to complete another full training to become active again.**

Questions about the VIRTUS registration process can be directed to your local Parish or School administrator, or to the Diocese of Helena Safe Environment office at (406) 442-5820.