



How to Complete VIRTUS Registration

This guide walks you through logging into the VIRTUS system, registering for a Safe Environment session, and completing your required background check for the Diocese of Columbus. Follow these steps carefully to ensure full compliance with diocesan safe environment policies.

- 1) Go to the VIRTUS Website
 - a) For new users, visit the [Diocese of Columbus registration page](#).
 - b) For existing users, go to the [VIRTUS login page](#).
- 2) Create or Update Your Account
 - a) Complete your profile information including name, address, email, and phone number.
 - b) Choose your primary location (e.g., your parish, school, or diocesan office) and select your role or title (such as volunteer, employee, teacher, or coach).
 - c) You may also add secondary locations if you serve in more than one parish or school.
- 3) Acknowledge Policies
 - a) The system will prompt you to read and acknowledge the Diocese of Columbus Safe Environment Policy and Code of Conduct.
 - b) Carefully read through each policy and click “I Agree” when finished.
- 4) Register for a Training Session
 - a) You will be asked if you have previously attended a VIRTUS Protecting God’s Children session. - If you have not, select “No.” - If you have, select “Yes” and indicate where and when you attended.
 - b) You will see a list of available live training sessions in the Diocese of Columbus.
 - c) Choose a session that fits your schedule, then click “Register.”
 - d) You’ll receive a confirmation email with the session date, time, and location.
- 5) Attend the Training Session
 - a) Arrive on time for your scheduled Protecting God’s Children session.
 - b) Attendance will be recorded by the facilitator.
 - c) If you miss your session, you must log back in to VIRTUS and register for a new one.
- 6) Verify Your Compliance
 - a) Once your background check, training session, and policy acknowledgments are complete, your status will show as “Compliant” in the VIRTUS system.
 - b) You can log in at any time to print a completion certificate or check your compliance status.

Need help with VIRTUS? Please refer to their help page:

https://www.virtusonline.org/virtus/virtus_help_faqs.cfm