

INSTRUCTIONS FOR REGISTERING ON-LINE FOR VIRTUS

GO TO: www.virtus.org

CLICK: Yellow link labeled “REGISTRATION”

CHOOSE: DIOCESE OF BROOKLYN **THEN:** SELECT
(Many people choose Archdiocese of New York – this is incorrect)

CREATE: A User ID and Password you can easily remember.
(If you do not pre-register an ID and Password, one will be created for you.)

CLICK: CONTINUE

Enter: All requested personal information

CLICK: CONTINUE

SELECT: Choose your Primary location from the drop down menu

CLICK: CONTINUE **THEN:** CLICK: NO or YES

SELECT: Choose the role that applies to your ministry
(Catechists and Coaches – Select Volunteer and add title in box)

SELECT: Additional Roles

ANSWER: Questions **THEN:** CLICK: CONTINUE

CLICK: Code of Conduct - Read and then check that you have read and understand.

If you are pre-registering:

CLICK: No-Have you already attended...

SELECT: From the list of upcoming sessions choose the session that
you want to attend by clicking on the circle

If you are registering after attending:

CHOOSE: From the drop down menu, the session you attended
You will now be prompted to complete your Background Check

CLICK: Begin Background Check

You will be directed to the Fastrax website
Follow the directions to complete.