

Before completing awareness training online, all participants first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=16681

Or, please register by going to www.virtus.org and click on 'First Time Registrant' and selecting the **Diocese of Dallas** from the dropdown menu.



Create a user ID and a 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.

If you already have a VIRTUS Account, you may reset your password or recover your user ID here: [RECOVER ACCOUNT](#) or you may contact the Helpdesk or call 888-847-8870.



Please create a user id and password that you will use to access your account

- 1. Create a user ID - it must be 4 or more characters, and it is case sensitive
- 2. Create a password - it must be 8 or more characters, and it is case sensitive.

Create a User ID:

Create a Password:

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, and Phone Number.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Cell Phone:

Last 4 digits of SSN:

Date of Birth:

* Required field
** One field in this group is required

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Please select the primary location where you **work** or **volunteer**.

Location:

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

Please select from the role/description that applies to your position.

Additionally, enter your title in the box provided that best describes your role within your location.

Click **Continue** to proceed.

Please select at least one primary role you perform at this location

- Employee (Parish/Parochial)**
Works for a parish, school of the diocese; is paid or receives a stipend.
- Employee (Diocesan/Eparchial)**
Works for the chancery of the diocese; is paid or receives a stipend.
- Volunteer**
A volunteer serves in a variety of positions without pay or financial compensation.
- Priest**
An ordained priest, who has faculties in the Diocese of Dallas.
- Deacon**
A deacon is an ordained member of the clergy. Choose this role if you have been ordained and serve as a permanent deacon at a parish.
- Candidate for ordination**
For MEN entering the seminary or Diaconate formation.

BEFORE SELECTING EDUCATOR

Read the description below

DO NOT select Educator if you do not meet the description

If you select Educator and do not meet the description, it will delay your registration and may result in unnecessary charges to your parish or school

- Educator**
Catholic School teachers, substitute teachers, and staff in Catholic Schools. This includes salaried teachers, principals, administrators, and non-teaching school staff. This role is NOT for Catechists or Parish Religion Educator staff (they should use the volunteer role or employee role).

Please select any additional roles you perform at this location

- PCL**
- Principal**
- Safety Director**
- Youth Ministry**
- Parent**

If you have a title within this organization, please enter it below.
If you do not have a title, please briefly describe what you do for this organization.

Title or Position of Service:

Please select **Yes** if you are associated with any additional locations, or please select **No** to continue.

You have chosen following locations and roles:

All Saints Church (Dallas)

• Volunteer ✓

Are you associated with any other locations?

Please answer the questions.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

- Yes
- No

Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?

- Yes
- No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?

- Yes
- No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes
- No

Please review the following document on the screen and respond:

➤ **Diocese of Dallas Safe Environment Program**

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

Click on **Continue**.

Diocese of Dallas, TX
Safe Environment Program

1 / 21 49%

DIocese OF DALLAS
Safe Environment Program

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I hereby acknowledge that I have downloaded, read, and understand the attached document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle, and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

[Continue](#)

Please review the following document on the screen and respond:

➤ **Diocese of Dallas Computer Systems, Internet Usage and Security Policy**

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

Click on **Continue**.

Diocese of Dallas, TX
Computer Systems, Internet Usage and Security Policy

1 / 7 38%

DIocese OF DALLAS
Computer Systems, Internet Usage and Security Policy

Problems viewing PDF? [Download](#)

I hereby acknowledge that I have downloaded, read, and understand the attached document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle, and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

[Continue](#)

Please review the following document on the screen and respond:

➤ **Diocese of Dallas Social Media Policy**

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

Click on **Continue**.

Diocese of Dallas, TX
 Social Media Policy

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SOCIAL MEDIA POLICY

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GUIDING PRINCIPLES
 The use of technology is rapidly growing to form, inform, and with God's grace, transform the world, home and children of our Diocese.

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I hereby acknowledge that I have downloaded, read, and understand the attached document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle, and last)*: (John D. Smith)

Today's Date*: (mm/dd/yyyy)

Please answer the questions. Any "Yes" response will require an explanation.

Click **Continue** to proceed.

Are you presently abusing alcohol or using any illegal drugs?

Yes
 No

If yes, an explanation is required.

Have you ever been convicted of, pleaded guilty or no contest to, placed in probation for, given probation, given community supervision, or given deferred adjudication for a crime or are you now under charges for any criminal offense?

Yes
 No

If yes, an explanation is required.

I declare that the statements on this form are true and correct







Full Name (first, middle, and last)*: (John D. Smith)

Today's Date*: (mm/dd/yyyy)

Complete the next few pages by entering in contact information for **References**.

Click **Continue** to proceed.

If you selected an online training, click on the link in the "Current Training" box to complete your online training.

<p>Current Training</p>  <p>You have 1 online module assigned</p>	<p>Background Checks</p>  <p>Your background check is not current</p>	<p>Required Documents</p>  <p>No Action Needed</p>
<p>Compliance Summary</p>  <p>Not compliant</p>	<p>Contacts</p>  <p>Your primary contact Sylvia Windham sylviawindham@gmail.com</p>	<p>My Info</p>  <p>Your primary location All Saints Parish (Dallas) Your primary role Volunteer</p>


Click on the **green circle** or the title of the training course 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 local administrator at your parish or school.

Online Training Modules

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

- 
[Protecting God's Children Online Awareness Session 4.0](#)
 Assigned: 07/16/2025
 Due: 07/30/2025