



ARCHDIOCESE OF ST. LOUIS  
Safe Environment Program

**HOW TO PRE-REGISTER FOR A PROTECTING GOD'S CHILDREN WORKSHOP**

1. Go to [www.archstl.org](http://www.archstl.org)
2. Click on *Protecting God's Children* (Left-Center of the page).
3. You will be redirected to the Virtus website (Virtus Online).
4. Choose the session that you would like to attend from the view only list (List Of Upcoming Sessions). You will want to write down which session you want to attend so you can choose that correct one when prompted.
5. Scroll to the top of the page and click on *Start Registration*.
6. Create a User ID and Password. Then click on *Continue*.
7. You will be asked to provide your first name, last name, address, email, phone number, etc. Then click on *Continue*.
8. In the drop down box choose your Primary Location where you work, volunteer or worship. (**DO NOT** select the location of your training session). Then click on *Continue*.
9. You will be asked Do You Work, Volunteer Or Worship In Another Location? Click on *Yes* or *No*. If you click on *Yes* then repeat step #7.
10. You will be asked to Please Select The Roles That You Play Within Your Diocese. Check all that apply. You will also be asked to enter your Title Or Diocesan Function. Then click on *Continue*.
11. Click on *Continue*.
12. Follow the prompts. You will be asked three Yes or No questions. Then click on *Continue*.
13. Click on the blue *Download The Code Of Ethical Conduct Policy* link and read. Then click on *I Have Downloaded And Read The Code Of Ethical Conduct Policy And Agree To Its Requirements*.
14. When you get to the prompt that asks Have You Already Attended A VIRTUS Protecting God's Children Session click on *No*.
15. When you get to the prompt that says Please Select The Session You Wish To Attend choose the correct one that you wrote down during step #4.
16. Follow the prompts. You will be asked Are You Sure This Is The Session You Wish To Attend? Click on *Ok* to complete your registration. Click on *Cancel* to choose another session.

By following these steps you will not only register for a session, but you will be creating an account where all of your Safe Environment Records will be held and viewable by the location(s) that you choose in which you are volunteering and/or working at.

**If you fail to follow the above instructions, the location(s) where you intend to volunteer and/or work will not be able to check the status of your compliance with the Safe Environment Program. This includes the CYC sports program that releases coaching cards.**

Please make sure this has been done before you attend your session.

**If you have questions related to Pre-Registration, please contact the Safe Environment Program Help Desk at 314-792-7272.**