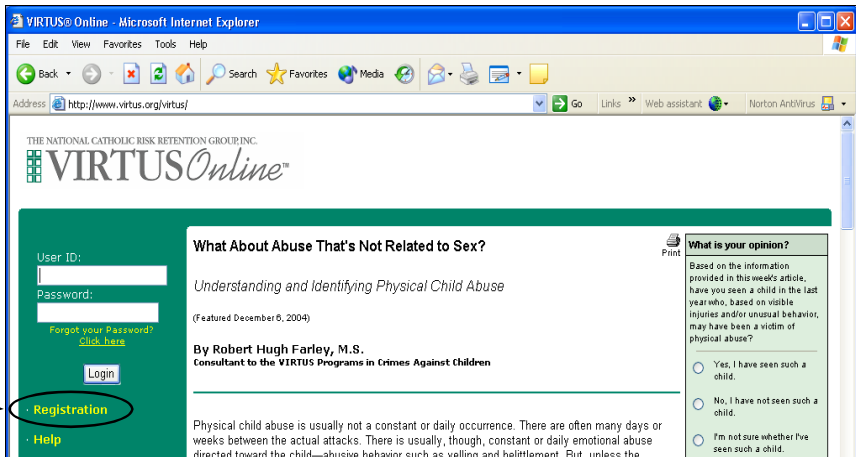


DIRECTIONS FOR VIRTUS REGISTRATION

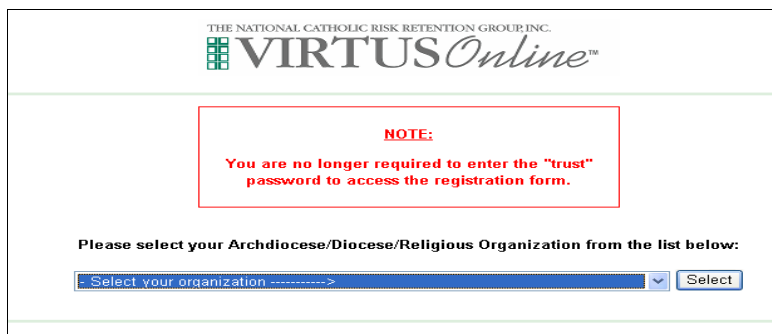
All parents, volunteers, vendors or persons who will be coming into contact with students of St. James School in any volunteer or employment capacity are required to undergo specific Diocesan training through the Virtus organization. The workshop you must attend is called "Protecting God's Children" and it runs about 3 hours in length. The training sessions are held throughout the Diocese of Bridgeport on an on-going basis. Unfortunately, you can not register through the school office. To register you MUST register directly through the Virtus website. If it is not at all possible for you to use the internet to register, then you must call the Diocese at 372-4301 x 406 or x433 for assistance in registering.

1. Log onto <http://www.virtus.org/virtus/>



2. On the left side of the page click on the word in yellow "Registration." Do not attempt to log-in at this time as your account has not yet been created.

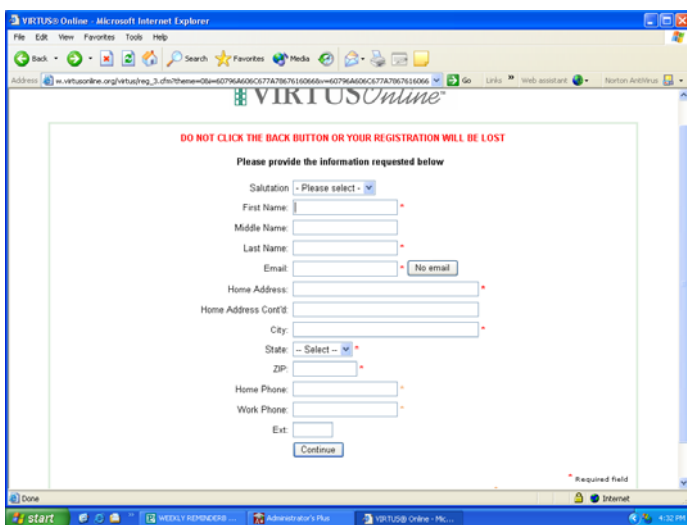
3. In the next box, please use the arrow on the right side of the box to scroll to and select the "Bridgeport (Diocese)" and enter.



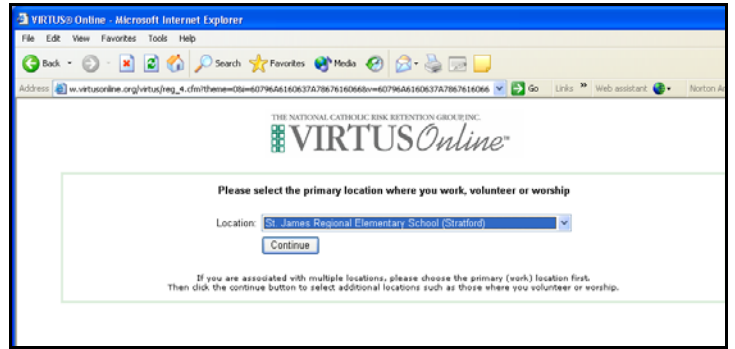
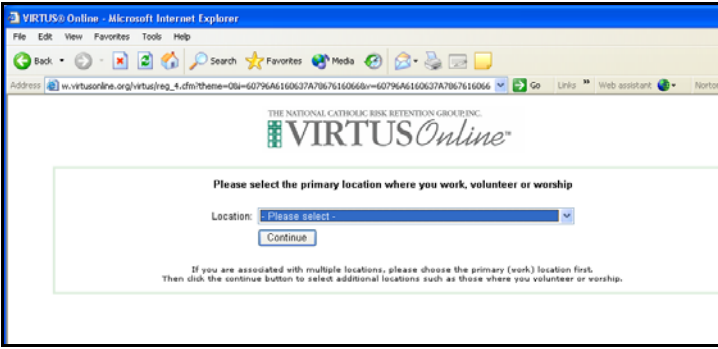
4. You must then select a password and user ID. (Please record these in a file for future use and safeguard them as you would any other account information.)



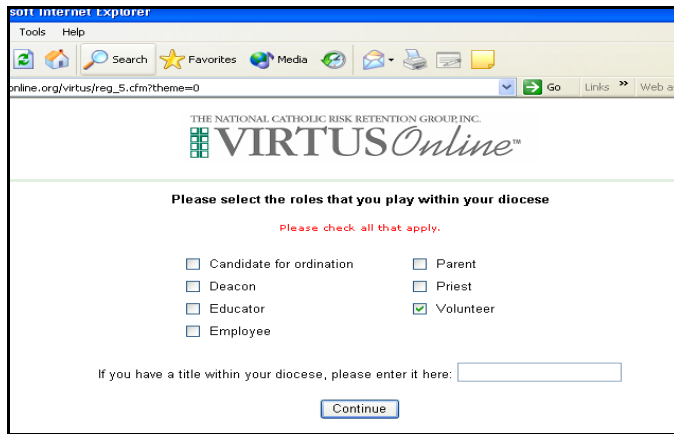
5. The next screen will require that you enter specific information about yourself. All boxes/fields with a red star or asterisk can not be left blank. Once completed, select "continue."



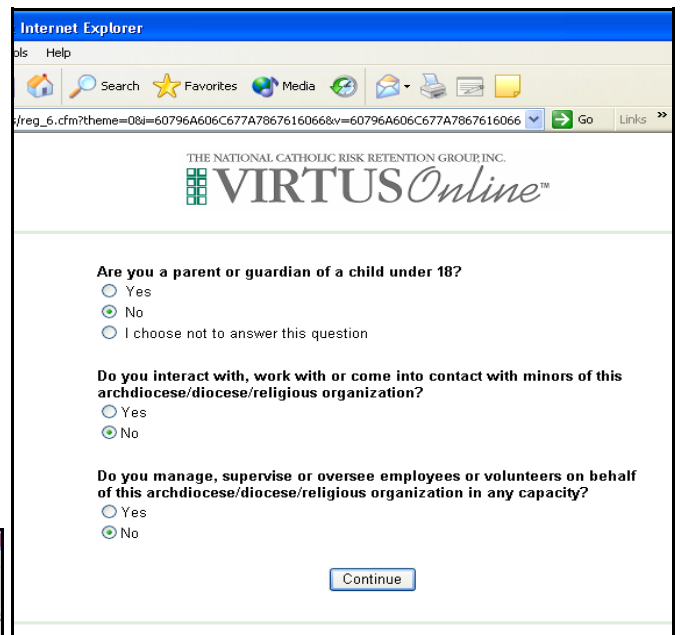
6. You must select from the pull down menu of choices, which organizations through the Diocese you are affiliated with. Select St. James Elementary School. The computer will ask you if there are any more. The answer is up to you. Once you are done with this section select “continue.”



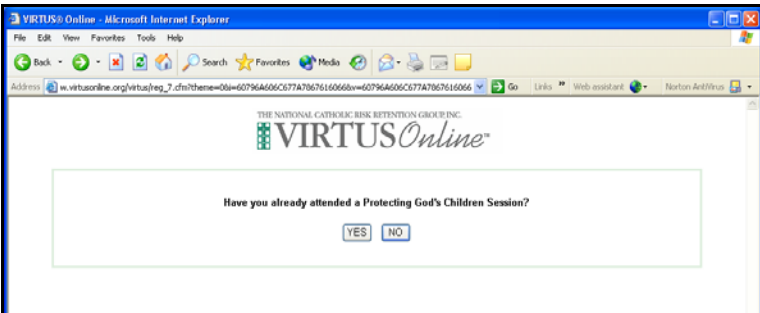
7. Next, you select how you are affiliated or in what capacity. Select your choice and then “continue.”



8. You must answer the next set of questions and select “continue.”



9. In order to reach the workshop registration page, please answer this box with a “NO.”



10. Finally, you will reach the page with the workshop details. You must select a workshop that suits your schedule. Please note that some workshops have restrictions. Read the note section to make sure there are none. Finish by selecting “complete registration.”

