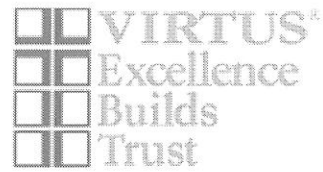




Archdiocese of Hartford  
Office of Safe Environment  
467 Bloomfield Ave  
Bloomfield, CT 06002



## Online Virtus training for First-Time Registrants

The training duration is approximately an hour and a half. Please complete the training in one sitting without trying to jump ahead. If you try to fast forward and “skip” the videos, the system might close up and lock you out and you will have to register all over again. If you begin the training but then log off, you will also have to register all over again.

If training is not completed within 90 days of registration, your account will be automatically deleted and you will have to go through the registration and training process from the beginning.

- 1) Enter [www.virtusonline.org](http://www.virtusonline.org) in your browser’s address bar
- 2) On the left side of the screen, click “First-Time Registrant”
- 3) Click “Begin the registration process”
- 4) Select “Hartford, CT” from the drop down menu and then click “Select”
- 5) Click “NO” when it asks if you’ve registered before
- 6) Create Username and Password (both are case sensitive) then click “Continue”
- 7) Fill in information on the next page then click “Continue”
- 8) Select the parish/school where you will be volunteering/employed from the drop down menu, then click “Continue”. Select your role, and enter your Title/Function down at the bottom, then click “Continue”
- 9) On the next page, add another location if you are at multiple parishes/schools. If not, select “NO”
- 10) Answer the questions on the next page, then click “Continue”
- 11) On the next page, click “NO” when it asks if you’ve previously attended a session
- 12) Select which online training to complete. You can select additional languages on the next screen (English, Spanish, Korean, or Vietnamese) as well as videos with closed captioning.

If you have any issues registering or questions, please contact:

Kathleen D. Nowosadko [kathleen.nowosadko@aohct.org](mailto:kathleen.nowosadko@aohct.org)  
(860) 541-6491 x7502

or

Ginamarie Garabedian [ginamarie.garabedian@aohct.org](mailto:ginamarie.garabedian@aohct.org)  
(860) 541-6491 x7488

Once you have watched the entire video please print 2 certificates of completion. One for your records & one for the parish files. Thank You!