



The Academy at St. Joan of Arc in Evanston Registration Instructions

All new participants please register with VIRTUS Online.	EIRST TIME REGISTRANT
Click on this link to access the VIRTUS Registration page:	
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37962	ESPAÑOL: ACCESO O INSCRIPCIÓN
Or go to http://www.virtusonline.org	Begin the registration process.
On the left side of the screen, click on First-Time Registrant to begin registration. To proceed, click on Begin the registration process. Select the name of your organization The Academy at St. Joan of Arc in Evanston from the pull-down menu. Once your organization is highlighted, click Select.	View a list of sessions. ease select your Archdiocese/Diocese/Religious Organization from the list below: Select your organization>
Create a User ID and 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.	If you already have a VIRTUS Account, you may reset your password or recover your user ID here: <u>RECOVER</u> ACCOUNT or you may contact the Helpdesk or call 888-847-8870. THE ACADEMY Please create a user id and password that you will use to access your account
Click Continue to proceed.	Create a user IO - # must be 4 or more characters, and it is case sensitive. Create a password - # must be 8 or more characters, and it is case sensitive. Create a Veser ID: Create a Veser ID: Create a Password: Create a Continue
Provide <u>all</u> the information requested on the screen. Several fields are required.	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,
(Note: Do not click the back button or your registration will be lost.) Click Continue to proceed.	Implifying the set of th
Select the role(s) that you serve within the school.	Please select the primary location where you work or volunteer.
Click Continue to proceed.	Please select any additional roles you Please select any additional roles you perform at this location Please select any additional roles you perform at this location Please select any additional roles you perform at this location
	Title or Position of Service: Continue





The Academy at St. Joan of Arc in Evanston Registration Instructions

Please review the following document on the screen and respond:
 Standards of Behavior
 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.



Please review the following document on the screen and respond:

CANTS 22 – Acknowledgement Form for Mandated Reporter

To proceed and acknowledge each document, please **Confirm** by clicking on: "I will download this form, fill it out and return it to my parish or school office."

Click on Continue.







The Academy at St. Joan of Arc in Evanston Registration Instructions

Please answer the question and click "Continue" to proceed.	Do you manage or supervise employees or volunteers in any capacity? Yes No Continue
Next, you can access the online training.	
Click on the link in the "Current Training" box to complete your online training.	Current Training
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.	Online Training Modules To begin your online training, please click the title of your assigned training: Anti-Harassment Training 2.0 Assigned: 07/22/2025 De: 08/05/2025 Protecting God's Children 4.0 with Technology Expansion Assigned: 07/22/2025 Due: 08/05/2025 Recognizing And Reporting Child Abuse: Training For Mandated Reporters Assigned: 07/22/2025 Due: 08/05/2025