

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

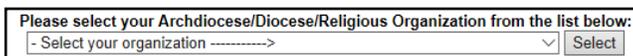
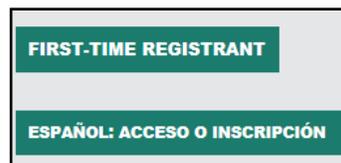
All new participants **please** register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37962

Or go to <http://www.virtusonline.org>

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.



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.

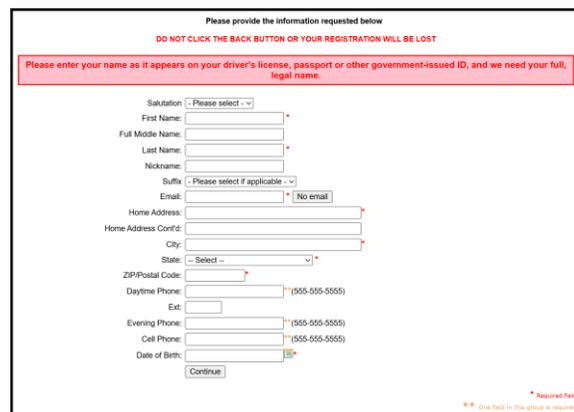
Click **Continue** to proceed.



Provide **all** the information requested on the screen. Several fields are required.

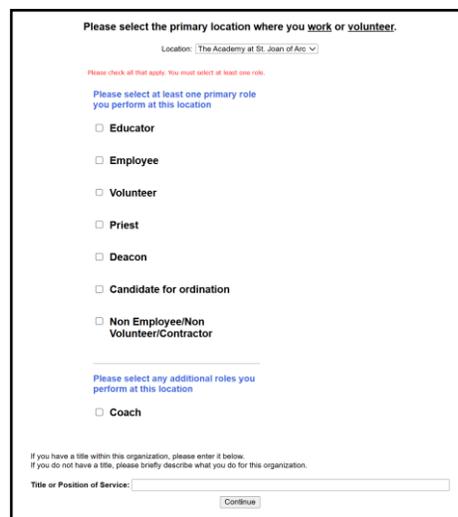
(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.



Select the role(s) that you serve within the school.

Click **Continue** to proceed.



The Academy at St. Joan of Arc in Evanston 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**.

The Academy at St. Joan of Arc in Evanston
 Standards of Behavior

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I hereby represent that I have read, and understand this 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 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
 CANTS 22 - Acknowledgement Form for Mandated Reporter

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I hereby represent that I have read, and understand this 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)

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

Please answer the question and click "Continue" to proceed.

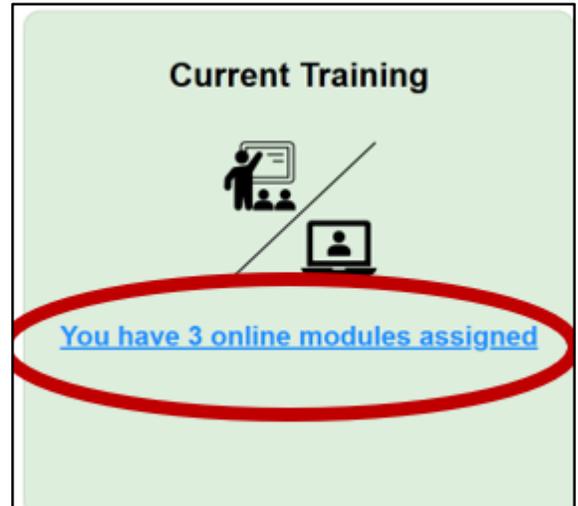
Do you manage or supervise employees or volunteers in any capacity?

- Yes
- No

Continue

Next, you can access the **online training**.

Click on the link in the "Current Training" box to complete your online training.



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
Due: 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