

## APPENDIX A

### **Diocese of Bridgeport Safe Environment Training**

#### **VIRTUS PROTECTING GOD'S CHILDREN** **FOR ADULTS**

This is the mandatory 3- hour training required of every person age 18 and over who works or volunteers within the Diocese of Bridgeport. This training teaches adults how to identify early warning signs of child sexual abuse and how to prevent it. Awareness training is required by the *Charter for the Protection of Children and Young Persons*. For more information please visit [www.bridgeportdiocese.com](http://www.bridgeportdiocese.com) under Safe Environments or call (203) 372-4301 Ext. 563.

#### **HOW TO REGISTER?**

1. Go online to [WWW.VIRTUS.ORG](http://WWW.VIRTUS.ORG) or [WWW.VIRTUSONLINE.ORG](http://WWW.VIRTUSONLINE.ORG)
2. Click on the yellow link labeled “**REGISTRATION**” in the left hand column
3. Select The Diocese of Bridgeport from the pull-down menu list of organizations by clicking the downward arrow and shading The Diocese of Bridgeport by holding down your mouse button.
4. Create A **USER NAME and PASSWORD** that you can easily remember. This is needed for registering and for continued training online for persons who come into contact with children.
5. Select the location where you work or volunteer, not necessarily where you attend services (if different). If you work or volunteer in multiple locations please select additional locations as needed.
6. Select your role(s) with the Diocese (employee, clergy, volunteer etc).
7. Record your title (Clergy, teacher, D.R.E., Catechist, choir member, parent, employee, or volunteer for example)
8. Other required fields include name and phone number
9. **ENTER YOUR EMAIL ADDRESS –It is REQUIRED**
10. If you do not have an email address, you may obtain a free email account at [www.yahoo.com](http://www.yahoo.com) or [www.hotmail.com](http://www.hotmail.com) or any other free email service. Your local library will assist you in setting up an email account.
11. If you have neither Internet Access nor an email address, you may use a co-worker or friend’s internet access to register for the upcoming training. If you are using a library computer or a friend’s computer and you do not have email, you will need to enter [noaddress@virtus.org](mailto:noaddress@virtus.org) as your email address. This will notify the VIRTUS coordinator that you do not have an email address. Or you may call (203) 372-4301 Ext. 563 to register.
12. Finish filling out the form and click “Submit” at the bottom of the screen. Now on the new screen...
13. Click the button to the left of the class for which you wish to register. If the page indicates that all trainings are
14. full, you will need to contact your VIRTUS Coordinator, Erin Neil (203) 372-4301 Ext. 563. Please carefully
15. read the training details to determine if the training is an open session or reserved for a select group of
16. individuals. Additional Training Opportunities will be posted monthly.
17. 15. Click “Submit Registration” and you have been registered.

You must sign-in at the beginning of your training session and you should receive a certificate of completion from your VIRTUS facilitator. Please provide this certificate to all locations where you work or volunteer in the Diocese of Bridgeport.

**IF YOU EXPERIENCE ANY PROBLEMS WITH THE REGISTRATION PROCESS YOU MAY CONTACT** - Director of Safe Environments & VIRTUS Coordinator to register for your training session. (203) 372-4301 Ext. 563