



All Parishioners who are 18 or older and who serve on a Ministry(s) at Divine Providence Catholic Church must complete the Virtus Online Training Courses (courses listed below). A Background Check must also be completed and you can pick up the forms at the office.

Per the Code of Conduct, the Archdiocese of San Antonio requires 3 trainings:

- **Sexual Harassment Training:**
Required for clergy, candidates for ordination, employees, and adult volunteers. Must be renewed every three years
- **Protecting God's Children:**
Required for clergy, candidates for ordination, employees, and adult volunteers who minister to children/youth. Must be renewed every three years.
- **Vulnerable Adults Training:**
Required for clergy, candidates for ordination, employees, and adult volunteers who minister to adult vulnerable populations. Must be renewed every three years.

To complete the training, the Archdiocese of San Antonio is currently using Virtus. Virtus provides traditional on-site training, on-line training, and on-line renewal training. To conduct the on-line training, see the step-by-step instructions below.

Thank you for your understanding as we all work through these trainings being required of us from the Office of the Archdiocese of San Antonio.

1. Go to: www.virtusonline.org
2. Click: First Time Registrant
3. Click: Begin the registration process
4. Select your Archdiocese: select "San Antonio, TX (Archdiocese)"
5. Click: Select
6. Create a User ID
7. Create a Password
8. Click: Continue
9. Answer the questions listed
10. Click: Continue
11. Select: Divine Providence
12. Click: Continue
13. Answer question by clicking: Yes
14. Click: Volunteer
15. Click: Continue
16. Answer question by clicking: Yes
17. Answer next question by clicking: Yes
18. Read through the "Code of Conduct"
19. Click on the box acknowledging you read & understand the "Code of Conduct"
20. Type in your Full Name and the Date
21. Click: Continue
22. Click NO on the next question (Have you already attended a Virtus Protecting God's Children Session?)
23. Scroll all the way down to the bottom of the next page
24. Click: Protecting God's Children for Adults (Online Training)
25. Click: OK
26. The online training courses you are required to take will come up on the next page
27. Click on a class to start your training