



VIRTUS 4.0 Registration Process

To register for VIRTUS in the Diocese of Helena, go to www.virtus.org and complete the following steps:

- Click on the **First Time Registrant** button

FIRST-TIME REGISTRANT

- *If you already have a VIRTUS account but are **having trouble logging in**, please choose the “I Need Login Help” button*

I NEED LOGIN HELP

- *If you had a VIRTUS account in the past but is **inactive due to an interruption in your service and/or being out of compliance with your monthly bulletins**, please contact the VIRTUS Coordinator for the Diocese of Helena at (406) 442-5820*

- Choose the **Begin the registration process** option



Begin the registration process.

- Select **Helena, MT (Diocese)** from the drop-down list

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->	Select
Hartford, CT (Archdiocese)	
Helena, MT (Diocese)	
Holy Family School in Lacey, Washington	
Holy Names Academy in Seattle	

- Follow the prompts to complete the following steps:
 1. Create your VIRTUS account
 2. Read the introductory letter from Bishop Vetter
 3. Acknowledge receipt of the Diocese of Helena Sexual Conduct Policy 2022 (*Policy Regarding Abuse of Minors and Vulnerable Adults, Sexual Misconduct and Sexual Harassment and Code of Pastoral Conduct*)
 4. Select your preferred Protecting God’s Children® Training Session
 - Online or In-Person trainings options are available, so please check with your Parish or School about local requirements
 5. Enter your background check information
- Complete your VIRTUS training session, either Online or In Person

Once you have completed your initial training and your background check is also complete, your VIRTUS account will be activated. You will then be responsible for keeping up with ongoing monthly training bulletins; a reminder email with link to the training will be emailed to you from VIRTUS at the beginning of each month. **If you fall behind more than 6 bulletins, your account will be subject to deactivation and you will have to complete another full training to become active again.**

Questions about the VIRTUS registration process can be directed to your local Parish or School administrator, or to the Diocese of Helena Safe Environment office at (406) 442-5820.