

**INSTRUCTIONS FOR REGISTERING ON-LINE FOR VIRTUS**

**GO TO:** [www.virtus.org](http://www.virtus.org)

**CLICK:** Yellow link labeled "REGISTRATION"

**CHOOSE:** DIOCESE OF BROOKLYN **THEN:** SELECT  
(Many people choose Archdiocese of New York – this is incorrect)

**CREATE:** A User ID and Password you can easily remember.  
(If you do not pre-register an ID and Password, one will be created for you.)

**CLICK:** CONTINUE

**SELECT:** Choose your parish from the drop down menu

HOLY CHILD JESUS  
CATHOLIC ACADEMY

**CLICK:** CONTINUE **THEN:** **CLICK:** NO (No you do not need to add...)

**SELECT:** Choose the role that applies to your ministry  
(Catechists and Coaches – Select Volunteer and add title in box)

**ANSWER:** Questions **THEN:** **CLICK:** CONTINUE

If you are pre-registering:

**CLICK:** No-Have you already attended...

**SELECT:** From the list of upcoming sessions choose the session that you want to attend by clicking on the circle

If you are registering after attending:

**CHOOSE:** From the drop down menu, the session you attended

**CLICK:** Complete Registration

You will receive a message thanking you for completing the registration process.