



## DIOCESE OF OGDENSBURG

### Office of Safe Environment

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#### FIRST-TIME VIRTUS REGISTRANT STEPS

1. Go to [www.virtusonline.org](http://www.virtusonline.org)
2. On the left-hand side of page, click on green box labeled **FIRST-TIME REGISTRANT**
3. Click on **Begin the registration process**
4. Select **Ogdensburg, NY (Diocese)** from the drop-down menu and then click **Select**
5. Choose **NO** for previously registered with VIRTUS online?
6. Create a **User ID** and **Password** that you can easily remember, then click **Continue** to proceed
7. Provide the information requested on the following page. Several fields are required (**please include a valid email address**) and then click **Continue** to proceed
8. Select the **primary location** where you work or volunteer from the drop-down menu (you will be able to select additional locations later if you serve at multiple locations within the Diocese). Then click **Continue** to proceed.
9. Select your **primary role** at this location.  
Note: only choose Educator if you are a Catholic School teacher or administrator. A catechist would be a Volunteer.
10. Enter the **Title or Position of Service** and then click **Continue** to proceed
11. Your current list of location(s) is displayed. Choose **Yes** or **No** depending on if you are associated with any other locations

If **Yes**, select another location where you work or volunteer from the drop-down menu and then click **Continue**. Select your **primary role** at this location. Repeat Step 11 if you are associated with any other locations.

If **No**, answer the three **YES/NO** questions and then click **Continue** to proceed

12. Choose **NO** for already attended a VIRTUS Protecting God's Children Session  
There are no "live" VIRTUS sessions currently scheduled due to the COVID-19. The training will be assigned to your VIRTUS account for you to complete online.
13. Send an email to [jgrizzuto@rcdony.org](mailto:jgrizzuto@rcdony.org) (with the word **VIRTUS** in the subject line) indicating that you have completed the registration process. A separate email will be sent to you with instructions for accessing and completing the training. **You must include a valid email address in Step 7.**

**If you have any questions or have problems completing the registration, contact the Safe Environment Office at (315) 393-2920.**