



Registration Instructions

- ⇒ Log on to the [VIRTUS website](#)

- ⇒ Select the **FIRST-TIME REGISTRANT** link
Begin the registration process.
From the drop down list of organizations, select **Detroit, MI (Archdiocese)**

- ⇒ Create a user account
(For user name, we suggest using your first name and last name without spaces or an email address. User name and password are case sensitive—lower case is recommended.)

- ⇒ Enter your personal information

- ⇒ Select your primary location
Select the parish or school where you work or volunteer—do not select the training site, unless it is where you work or volunteer. If affiliated with more than one location, continue and select all locations that apply.

- ⇒ Title or Function:
Enter your title or what you do for the diocese

- ⇒ Select Training Session:
Training: *Select the session you would like to attend and click continue to complete registration process.*

Please Note: *You do not need to register for an account for recertification. Please work with you parish/school administrator to obtain access to your account.*