

HOW TO REGISTER

- 01 Visit www.virtusonline.org , click
"FIRST-TIME REGISTRANT"
- 02 THEN CLICK "BEGIN THE REGISTRATION
PROCESS"
- 03 SELECT YOUR ORGANIZATION > SCROLL DOWN
TO "SAN ANTONIO, TX (ARCHDIOCESE)".
SELECT HOLY NAME CATHOLIC SCHOOL AS
YOUR LOCATION.
- 04 SELECT "NO" AS YOU ARE A FIRST TIME
REGISTRANT. YOU WILL THEN BE ASKED TO
CREATE A LOGIN AND PASSWORD.
- 05 ENTER THE REQUESTED PERSONAL
IDENTIFICATION INFORMATION, (REQUIRED
FOR BACKGROUND CHECK)
- 06 COMPLETE THE 2 REQUIRED COURSES:
PROTECTING GOD'S CHILDREN ONLINE 4.0
SEXUAL HARASSMENT PREVENTION ONLINE 1.0
- 07 ONCE COMPLETE, PLEASE CALL MRS. JENN TO
CONFIRM YOU HAVE COMPLETED AND BEEN
CLEARED TO VOLUNTEER AT HOLY NAME
CATHOLIC SCHOOL.

