

**To take the Online PGC Class:**

Register by visiting <https://www.virtusonline.org>;

- Click “Registration” on the left side of the page;
- Choose the first option, labeled, “Begin the registration process”;
- Select your organization from the drop-down list: Charlotte, NC (Diocese), and click Select;
- Complete the required registration information;
- When asked if you have already attended a Protecting God’s Children workshop, click “no”;
- When you get to the page to choose the session you wish to attend: click the bullet next to the Protecting God’s Children for Adults Online Training (this is at the bottom of the list) and click Complete Registration.

You will receive a message on the screen confirming that your registration is made. You may now use your login and password at <https://www.virtusonline.org> to access your account. Upon login you will be directed to the Online Training Courses page. To begin the course, click on the session name Protecting God’s Children Online Awareness Session or the green arrow. The course will pop-up in a new window for you to begin. Be sure to go through the whole presentation and click “Finish” on the last slide in order to get credit for the training. A copy of your certificate of Completion will come up once you have completely finished.

Once you complete the online training, you must print out a copy of your certificate and send it to Linda Adams at St. Gabriel Church.