

## Registration Instructions Diocese of Oakland

**Before or after** attending an instructor-led (live) session or to access online training of **Protecting God's Children**, all participants **must** register with **VIRTUS Online**.

Go to: [www.virtusonline.org](http://www.virtusonline.org)

OR

Go to the Diocesan website <http://www.oakdiocese.org/offices/safe-environment> and click on the VIRTUS Registration icon

Click to begin the process.

**Create** a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click **Continue** to proceed.

**Please create a user id and password that you will use to access your account**

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 4 characters long.

**Provide** all the information requested on the screen. Several fields are required, such as: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

**(Note: Do not click the back button or your registration will be lost.)**

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](http://mail.yahoo.com), or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).

**Please provide the information requested below**

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:

First Name:

Middle Name:

Last Name:

Email:   No email

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:   Why?

**Select** the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

*Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)*

**Please select the primary location where you work , volunteer or worship.**

Do not select the location of your training session

(unless it falls into one of the categories above)

Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

**Your** selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

**This is the list of locations with which you are associated:**

Chancery (Oakland)

**Do you work, volunteer, or worship in another location?**

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**Select** the role(s) that you serve within the Diocese of Oakland and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **Continue** to proceed.

**Please** answer the following question:  
"Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese?"

Click **Continue** to proceed.

**Please** review the following and respond to each of the following documents.

### Diocese of Oakland Code of Conduct

To proceed, please enter your full name and today's date, and **Confirm** by clicking on: "I've downloaded, read, and understand the Catholic Diocese of Oakland's Code of Conduct"

**CHOOSE NO IF YOU HAVE NEVER TRAINED ON VIRTUS, EITHER LIVE OR ONLINE. CHOOSE YES ONLY IF YOU HAVE TRAINED ONLINE OR LIVE ON VIRTUS.**

If you chose **NO** during the previous step, you will then be presented with the options for online training (at the top of the list, to take the course online, click **PROTECTING GOD'S CHILDREN ONLINE AWARENESS 3.0**.

**If you desire a live training, scroll through to make your choice. When** you find the instructor-led session training you wish to attend or the accessible online training, click the circle -- and then click **Complete Registration**.

*(If you chose YES during the previous step, this screen will not show.)*

If you chose **YES**, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Oakland**.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

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If you selected the online training, you will be directed to the Online Training Course. Please click on the **green circle** to begin the **Protecting God's Children® Online Awareness Session**.

### Online Training Courses

 **Protecting God's Children® Online Awareness Session 3.0**  
Assigned: 06/01/2016  
Due: 06/15/2016

If you selected instructor-led training, please review the screen for important information with regard to your registration.

**Thank you for completing the registration process!**

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.