

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 the Diocesan website http://www.oakdiocese.org/offices/safe-environment and click on the VIRTUS Registration icon or click on the following link:

https://www.virtusonline.org/virtus/reg 2.cfm?theme=0&org=22671.

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.

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.

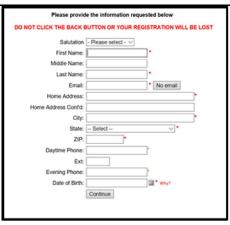
(Note: Do not click the back button or your registration will be lost.)

Click Continue to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, 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.

VIRTUS Registration





Select the <u>PRIMARY</u> 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 if latis into one of the categories above)

Primary location: Please select
Continue

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 <u>YES</u>, 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?

YES NO



If you chose YES, you will be presented with a list of all instructorled 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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Please select the session you attended

Complete registration

Please select --

Select the role(s) that you serve within the Diocese of Oakland Please select the roles that you play within your #entityLabel# and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.) Candidate for ordination ☐ Employee ☐ Volunteer Please check all roles that apply. If you have a title within your diocese, please enter it below. If you do not have a title, please briefly describe what you do for the diocese Title or Diocesan function: Click Continue to proceed. Continue Please answer the following question: Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese? "Do you interact with, work with or come into contact with minors ○ Yes and/or vulnerable adults of this diocese?" O No Continue Click **Continue** to proceed. Please review the following and respond to each of the following Diocese of Oakland documents. Code of Conduct **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 ☐ I've downloaded, read, and understand the Catholic Diocese of Oakland's Code of Conduct" Catholic Diocese of Oakland's Code of Conduct. Continue If you have **not** attended a **VIRTUS** Protecting God's Children Have you already attended a VIRTUS Protecting God's Children Session? Session, choose NO. YES NO Otherwise, choose YES. If you chose NO during the previous step, you will be presented with a list of upcoming VIRTUS Protecting God's Children instructor-led Please select the session you wish to attend sessions scheduled for the Diocese of Oakland and the option to O Protecting God's Children for Adults select a Protecting God's Children for Adults online training session. Where: Chancery (Oakland) When you find the instructor-led session training you wish to attend When: Sunday, January 1, 2017 1:00 PM or the accessible online training, click the circle -- and then click Estimated length of session: 3 hrs Complete Registration. Spaces remaining: 46 of 50 Language: This session will be conducted in English (If you chose YES during the previous step, this screen will not show.) Notes: Test session only, Protecting God's Children for Adults (Online Training) Protecting God's Children for Adults (Online Training in Spanish) 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.