Registration Instructions

Before attending a <u>live</u> session of <u>Protecting God's Children</u> – Or – before completing the <u>Online</u> version of <u>Protecting God's Children</u> training, all participants <u>must</u> first register with <u>VIRTUS</u>

Go to http://www.virtusonline.org

On the left side of the screen, click the yellow link labeled **Registration**, to begin registration.





To proceed, click on Begin the registration process.

Choose the name of your organization (Des Moines (IA), Diocese) from the pull-down menu by clicking the downward arrow and highlighting your organization.

Once your organization is selected, click Select.

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ------> Oakland, CA (Diocese) Select

Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account within your Diocese and 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 the information requested on the following page. Several fields are required, such as name, address, phone number and e-mail address. 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. This will signify to your VIRTUS Coordinator that you do not have an email address.



Select the PRIMARY location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization.

Click Continue to proceed.

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

Do not select the location of your training session

Location St. Parks (Rodeo)

Primary location: St. Parks (Rodeo)

Continue

If you are associated with multiple locations, please choose the primary (work) location first.

Then clist the certinue button to select additional locations such as those when you reductive or verstage.

Your current list of locations is displayed. If you need to add an additional location, choose **YES**. Otherwise, choose **NO**.

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

St. Patrick Parish (Rodeo)

Do you work or volunteer in another location?

YES NO

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Click Continue to proceed.

Please select the primary location where you \underline{work} , $\underline{volunteer}$ or $\underline{worship}.$ <u>Do not</u> select the location of your training session Primary location: Corpus Christi (Fremont) If you are associated with multiple locations, please choose the primary (work) location first, click the continue button to select additional locations such as those where you volunteer or worshi

Your current list of locations is displayed. If you need to add an additional location, choose YES. Otherwise, choose NO.

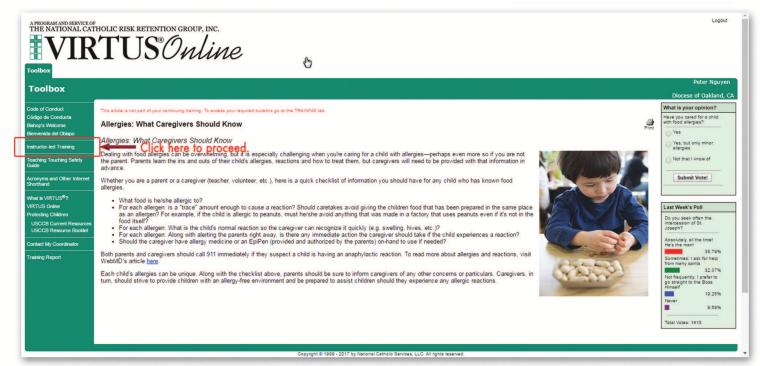
This is the list of locations with which you are associated: St. Patrick Parish (Rodeo) Do you work or volunteer in another location? YES NO

Thank you for registering with VIRTUS Online. 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. A note regarding emails: ently, many of our emails are blocked by SPAM filters. If you are using any software or tools within your email program to filter SPAM, please make sure that you to make sure that your network allows messages from system@virtus.org. SPAM filtering is the number one reason for our emails not to be received. SPAM emails has created an equal rise in the aggressiveness of the measures to combat it. Co Illow messages from <u>system@virtus.orq</u>. You may also want to contact your network adminis Go to VIRTUS Online Close Browser

If you Click on Go to VIRTUS Online button, the webiste will redirect you to the home page. Enter your Username and Password as you see in the image on the right.

After you login in. A window will ocurr as you see the image bellow. This is your Toolbox/profile. It records your activity and other important document.







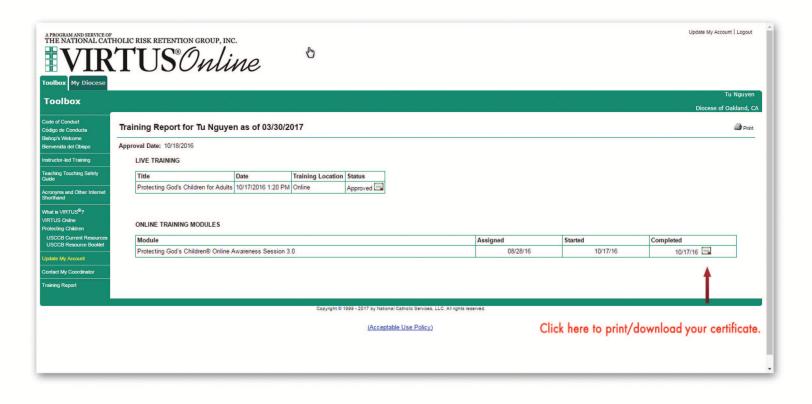
A window will pop up with the contents of each lesson. Please read carefully and choose the best answer. Then click Submit Anserve button.

After you are done all lessons. Go back to your toolbox/profile and click on Training Report.

Online Training Courses Protecting God's Children® Online Awareness Session 3.0 Assigned: 03/30/2017 Due: 04/13/2017 A Past due Due date approaching Assigned If you would like to register for additional upcoming training sessions click here. Click here to see training report and print/download your certificate.

Peter Nauven

Toolbox



Thank you so much for your generosity and time to serve God and His People.

May God bless you, your love ones, and your ministries