

## 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

OR

Go to the Diocesan website <a href="http://www.oakdiocese.org/offices/safe-environment">http://www.oakdiocese.org/offices/safe-environment</a> 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.

**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.

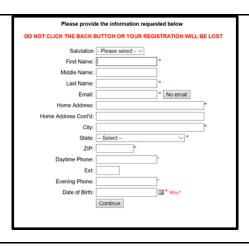
(Note: Do not click the back button or your registration will be lost.)

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.

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 jumith and "injune" are also likely to laready be in use.
We suggest using your full mane (without spaces) or email address as they are more likely to be unique.
Create a User ID:
Create a Password:
Continue

Your user id is case sentitive, the recommend that you use all lower case letters and good spaces and providation. If mail addresses are do: Your user id must be at least 4 characters long.
Your password must be at least 4 characters long.



**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 it fails 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



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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 Candidate for ordination ☐ Employee appropriate role(s) to select.) Deacon ☐ Priest 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?" ○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 CHOOSE NO IF YOU HAVE NEVER TRAINED ON VIRTUS, Have you already attended a VIRTUS Protecting God's Children Session? EITHER LIVE OR ONLINE. YES NO 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 Please select the session you wish to attend course online, click PROTECTING GOD'S CHILDREN ONLINE O Protecting God's Children for Adults **AWARENESS 3.0.** Where: Chancery (Oakland) When: Sunday, January 1, 2017 1:00 PM If you desire a live training, scroll through to make your choice. Estimated length of session: 3 hrs When you find the instructor-led session training you wish to attend Spaces remaining: 46 of 50 or the accessible online training, click the circle -- and then click Language: This session will be conducted in English Complete Registration. Notes: Test session only. (If you chose YES during the previous step, this screen will not show.) Protecting God's Children for Adults (Online Training) O Protecting God's Children for Adults (Online Training in Spanish) Complete Registration If you chose YES, you will be presented with a list of all instructorled VIRTUS sessions conducted in the Diocese of Oakland. Please select the session you attended Choose the session you attended by clicking the downward arrow Complete registration and highlighting the session -- then click Complete Registration.



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If you selected the <u>online</u> 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 <u>instructor-led</u> training, **p**lease 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.

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