

Before completing **Protecting God's Children** training Online, all participants **must** first register with **VIRTUS Online**.

Go to <http://www.virtusonline.org>

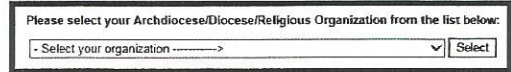
On the left side of the screen, click the yellow link labeled **Registration**, to begin registration.



To proceed, click on **Begin the registration process**.



Select the name of your organization **Tulsa (OK) Diocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization).



Once your organization is highlighted, click **Select**.

Create a user ID and a 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.

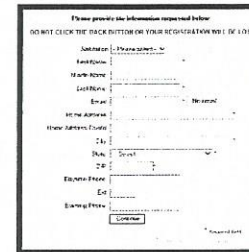


Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number and Date of Birth.

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

Click **Continue** to proceed.

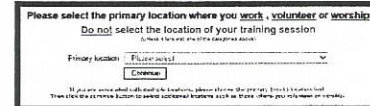
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



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

Click **Continue** to proceed.

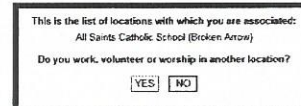
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



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.)

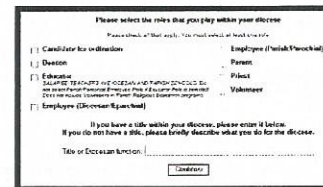
Otherwise, if your list of locations is complete, select **NO**.



Select the role(s) that you serve within your diocese and/or parish. (Use descriptions supplied, to help determine appropriate role(s) to select.) Please check **all** roles that apply.

Additionally, enter your title in the box provided [which best describes your role(s)] -- ie. Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed.



Answer three YES/NO questions.

Click **Continue** to proceed.



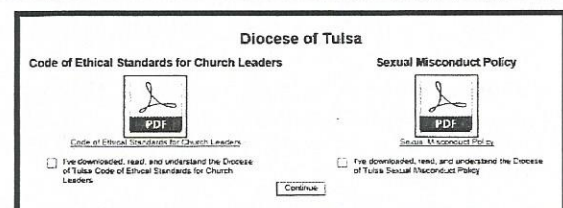
Please review **Code of Ethical Standards for Church Leaders**.

Please check the box, indicating that you have read and understand the Code of Ethical Standards for Church Leaders.

Please review **Sexual Misconduct Policy**.

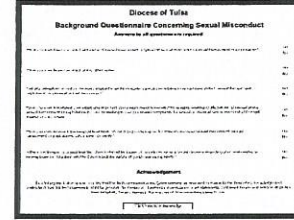
Please check the box, indicating that you have read and understand the Sexual Misconduct Policy.

Click **Continue** to proceed.



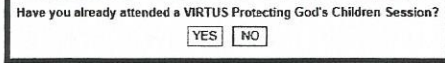
Registration Instructions

Please review the **Diocese of Tulsa Background Questionnaire Concerning Sexual Misconduct**.
(Answers to all questions are required.)

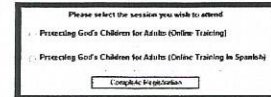


To proceed, click on the box containing the following statement:
Click [here](#) to acknowledge

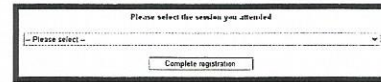
If you have **not** attended a VIRTUS Protecting God's Children Session, choose **NO**.
(Otherwise choose **YES**.)



To select the **Online Training**, click in the appropriate circle for either **English** –or– **Spanish**.
Click **Complete Registration** to proceed.
(If you chose **YES** during the previous step, *skip this step*.)



If you chose **YES**, you will be presented with a list of all VIRTUS sessions that have been held in the Diocese of Tulsa.
Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.



To complete a **Background Check**, click on the designated [link](#):
Complete Trak-1 Background Check.

This [link](#) will direct you to Trak-1's secure website.



Please review the **Disclosure Regarding Consumer Reports**
Click **Continue** to proceed.



Please review the **Authorization**
Enter your **Full Name** in the box provided on the screen.
Click **Continue** to proceed.



To proceed with your **Background Check**, enter the requested **Applicant Information** into the designated fields.
Click **Continue** to proceed.



Review information on the screen. (To make corrections, click **Back**.)
Otherwise, click on **Submit Application**.



Upon completion of your application, the following screen appears.
Close the Trak-1 screen, return to VIRTUS Online.



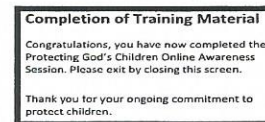
Click on **Go To VIRTUS Online** to access **Online Training**.



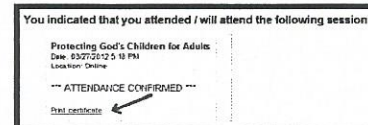
Click on the **green circle** to begin the **Online Training**



Upon completion, the last screen will direct you to exit the training by closing the screen.
The next screen reflects completion of the **Online Training** and allows you to print a certificate of completion (for your personal records, as well as for your parish and school).



To print a certificate, click on the link labeled **print certificate**.
On the next screen, click on **Open**. When certificate appears on the screen, click on the print icon. From the next screen, click on **OK**. Once printing is complete, close the Adobe Acrobat screen to return to your VIRTUS Online account.



If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.