VIRTUS Online

Registration Instructions

Before completing Protecting God's Children training Online, all participants <u>must</u> 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 <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).)

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.

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 <u>all</u> 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.





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

- Select your organization ------>

V Select

Please densel a minerial and presented this prior will set the cores year account information and the control of the control o



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

Do not select the location of your training session

Do not select the location of your training session

Do not select the location of your training session

Primary location

Primary location

The Common Section of Section (Section Section Sec

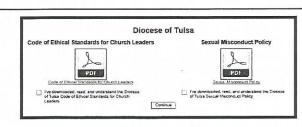
This is the list of locations with which you are associated:
All Saints Catholic School (Biolen Arrow)

Do you work, volunteer or worship in another location?

YES NO

| Please should at that apply. You must see | with all head o're rofe |
|--|--|
| 1 1 Candidate for ordination | Employee (Parish/Parochia) |
| [] Deecon | Parent. |
| [1] Edwarder 144,4792 TERCHIPT HIS OCIOSENNIAND TANDAT SPECIES DE AN INVESTIGATO FRANCIS ENVILLES POR LES LINES POR IL PRIMIS COLLINGUA DE LA CAMPINA DE PORT RESPONT SONORMO DIPONTO COLLINGUA DE LA CAMPINA DE PORT RESPONT SONORMO DIPONTO COLLINGUA DE LA CAMPINA DE PORT RESPONT SONORMO DIPONTO COLLINGUA DE LA CAMPINA DE PORT RESPONT DE LA CAMPINA COLLINGUA DE LA CAMPINA DE LA CAMPINA DE LA CAMPINA COLLINGUA DE LA CAMPINA DE LA CAMPINA DE LA CAMPINA COLLINGUA DE LA CAMPINA DE LA CAMPINA DE LA CAMPINA COLLINGUA DE LA CAMPINA DE LA CAMPINA DE LA CAMPINA DE LA CAMPINA COLLINGUA DE LA CAMPINA COLLINGUA DE LA CAMPINA DEL CAMPINA DE LA CAMPINA DEL CAMPINA DE LA CAMPINA DEL CAMPINA DE LA CAMPINA DEL CAMPINA DE LA CAMPINA DE LA CAMPINA DE LA CAMPINA DE LA CAMPINA DEL CAMPINA DE LA CAMPINA | Volenteer |
| [* Employee (Discessor Epostent) | |
| If you have a title within your discess. If you do not have a title, please briefly describ | please enter it below. e what you do for the discose. |
| Title or Excession function: | |







Registration Instructions

Please review the Diocese of Tulsa Background Questionnaire Concerning Sexual Misconduct. (Answers to all questions are required.) The first on the depth of the destination and special mental mental first maps, whereast, the date of secondaries and the comments of the one in the making of the secondaries of the second of the secondaries of the second To proceed, click on the box containing the following statement: territorio company, destre el sue d'acción e que en Click here to acknowledge a klappe i darana su in traffa lahumannan perangan an madi unanlah hasiris, ta aldipat lahin lahin membak 1991a produk bermasur. Lahin darah mendan sahilah dalah lahin tempada belan da 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.) To select the Online Training, click in the appropriate circle for either English -or- Spanish. ing God's Children for Adults (Online Training in S 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 --Complete registration then click Complete Registration. To complete a Background Check, click on the designated link: Complete Trak-1 Background Check. The latest and the la 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 Online Training Courses Upon completion, the last screen will direct you to exit the training Congratulations, you have now completed the Protecting God's Children Online Awareness Session. Please exit by closing this screen. by closing the screen. The next screen reflects completion of the Online Training and allows you to print a Thank you for your ongoing commitment to protect children. certificate of completion (for your personal records, as well as for your parish and To print a certificate, click on the link labeled print certificate. ou indicated that you attended / will attend the following session Protecting God's Children for Adults
Date: 03/27/2012 5 18 PM
Location: Date: 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 ** ATTENDANCE CONFIRMED *** the Adobe Acrobat screen to return to your VIRTUS Online account. Print certificate If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.