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

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.

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 the Diocese of Oakland and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check all roles that apply.

Click Continue to proceed.

Please answer the following question:
“Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese?”

Click Continue to proceed.

Please review the following and respond to each of the following documents.

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 Catholic Diocese of Oakland’s Code of Conduct”

CHOOSE NO IF YOU HAVE NEVER TRAINED ON VIRTUS, EITHER LIVE OR ONLINE. 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 course online, click PROTECTING GOD’S CHILDREN ONLINE AWARENESS 3.0.

If you desire a live training, scroll through to make your choice. When you find the instructor-led session training you wish to attend or the accessible online training, click the circle -- and then click Complete Registration.

(If you chose YES during the previous step, this screen will not show.)

If you chose YES, you will be presented with a list of all instructor-led 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.
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!