

**Before your first Protecting God's Children session, all participants must 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.****

*(If you do not know which session you wish to attend, select **View a list of sessions.**)*



**Choose** the name of your organization:  
**(San Bernardino (CA), 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 ----->

**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.

**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 'jammie' and 'moneys' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.  
Your password must be at least 4 characters long.

**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.

**(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.**

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST!

**Please provide the information requested below**

Solution:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

\* required field  
† One field in this group is required

**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).*

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

**Do not select the location of your training session**  
(unless it falls into one of the categories above)

Primary location:

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 locations 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**.

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

Aquinas High School (San Bernardino-School) (San Bernardino)

Do you work, volunteer or worship in another location?

**Enter** your title in the box provided (which best describes your role(s) with the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

If you have a title within your diocese, please enter it here:

# Registration Instructions

Select the role(s) that you serve within your diocese and/or parish. Please check **all** roles that apply.

Click **Continue** to proceed.

Please select any **additional** roles that you play within your diocese. *Please check all that apply.*

- Catechist
- Clergy
- Clergy/Permanent Deacon
- Clergy-Deacon
- Deacon Candidate
- Employee (Diocesan)
- Employee (Parish)
- Employee (School)
- Employee (Teacher)
- Seminarian
- Volunteer

**Continue**

Answer three YES/NO questions. Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?  
 Yes  
 No

Do you, or any other adult, work with or come into contact with minors and/or vulnerable adults of this diocese/parish/school/organization?  
 Yes  
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this diocese/parish/school/organization in any capacity?  
 Yes  
 No

**Continue**

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

Otherwise choose **YES**.

Have you already attended a VIRTUS Protecting God's Children Session?

**YES** **NO**

If you chose **NO** during the previous step, you will be presented with a list of upcoming sessions scheduled for the **Diocese of San Bernardino (CA)**. When you find the "live" session you wish to attend, click the circle next to the title for that date.

If you wish to complete the **online** version of the training (*rather than attend a live session*), click the circle next to the title for the **Online Training** (found at the bottom of the session listing). (*If you chose YES during the previous step, skip this step.*)

Protecting God's Children for Adults

Where: St. Paul the Apostle (Chino Hills-Parish) (Chino Hills)  
14085 Peyton Dr.

When: Saturday, September 21, 2013  
9:00 AM

Estimated length of 3 hrs  
SESSION

Spaces remaining: 47 of 48

Language: This session will be conducted in English

Notes: Absolutely no minors allowed. St. Paul the Apostle Catechists receive first priority. Session to be held in Maher Hall.

Protecting God's Children for Adults (Online Training)

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 **VIRTUS** sessions conducted in the **Diocese of San Bernardino (CA)**.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**

Please select the session you attended

-- Please select --

**Complete registration**

A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration.

If you registered to attend a "live" upcoming session at local parish or school, click on **Close Browser** to leave the website.

If you selected **Online Training**, click on **Go to VIRTUS Online** to access the training.

**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.

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.

**Go to VIRTUS Online** **Close Browser**

At the VIRTUS Home Page, enter the User ID & Password created during registration, click **Login**.

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

**Online Training Courses**

Protecting God's Children® Online Awareness Session 2.0

Upon completion of the training, the last screen will direct you to exit the training by closing the screen.

The next screen reflects completion of the **Online Training**.

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

**Completion of Training Material**

Congratulations, you have now completed the Protecting God's Children Online Awareness Session. Please exit by closing this screen.

Thank you for your ongoing commitment to protect children.

You indicated that you attended / will attend the following session:

Protecting God's Children for Adults  
Date: 07/30/2013 1:58 PM  
Location: Online

\*\*\* ATTENDANCE CONFIRMED \*\*\*

\*\*\* ACCOUNT AWAITING APPROVAL \*\*\*