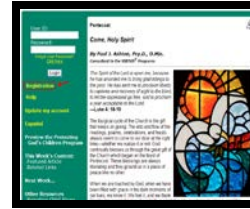


Registration Instructions

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:

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

Click **Continue** to proceed.

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

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

Otherwise choose **YES**.

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.)

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**

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.

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

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.