

Registration Instructions

Before completing the *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 **First-Time Registrant**, to begin registration.

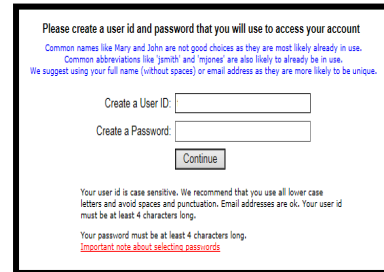


To proceed, click on **Begin the registration process**.



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.)

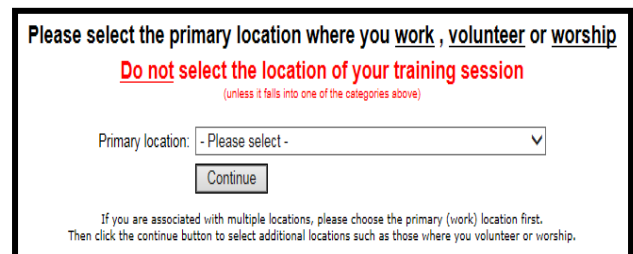
Click **Continue** to proceed.

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.
Note: This should be the location requesting your background check

Click **Continue** to proceed.



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Your selected location is 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:
All Saints Catholic School (Broken Arrow)

Do you work, volunteer or worship in another location?

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

Select Educator ONLY if you are an OK Licensed Catholic School teacher.

Additionally, **enter your title or function** 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.

A screenshot of the VIRTUS Online registration form. The header reads "A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. VIRTUS Online". Below the header, it says "Please select the roles that you play within your diocese." and "Please check all that apply. You must select at least one role." There are two columns of roles: "Candidate for ordination" (Seminarian, Ordained for the sanctuary and diocesan episcopate) and "Employee Parish/Pastoral" (Pastor, Parole Officer, Educator, Employee (Diocesan/Ecclesial), All Diocesan Staff). A "Continue" button is at the bottom.

Answer three YES/NO questions.

Click **Continue** to proceed.

A screenshot of the VIRTUS Online registration form. The header reads "A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. VIRTUS Online". The questions are: "Are you a parent or guardian of a child under 18?" (Yes/No), "Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?" (Yes/No), and "Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?" (Yes/No). A "Continue" button is at the bottom.

Please **review** Policies & Procedures for the Protection of Children & Young People.

Please **check the box**, indicating that you have read and understand the Policies & Procedures for the Protection of Children & Young People. **Type your name and date.** Click **Continue** to proceed

A screenshot of the VIRTUS Online registration form for the Diocese of Tulsa. The header reads "A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. VIRTUS Online". The title is "Diocese of Tulsa" and the subtitle is "Policies & Procedures for the Protection of Children & Young People". There is a PDF icon and a checkbox: "I hereby represent that I have downloaded, read, and understand the Policies & Procedures for the Protection of Children & Young People of the Diocese of Tulsa and have read and understand the Policies & Procedures for the Protection of Children & Young People Statement of Consent & Understanding and agree to strictly adhere to and actively support these policies as a condition of my employment or appointment." Below this, it says "Please provide an electronic signature to confirm you have read the above document and completed the document above:" and has fields for "Full Name (first middle last):", "Today's Date:", and a "Continue" button.

Please **review** Code of Ethics Agreement.

Please **check the box**, indicating that you have read and understand the Code of Ethics Agreement. **Type your name and date.** Click **Continue** to proceed.

A screenshot of the VIRTUS Online registration form for the Diocese of Tulsa. The header reads "A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. VIRTUS Online". The title is "Diocese of Tulsa" and the subtitle is "Code of Ethics Agreement for Pastoral Counselors and Spiritual Directors, and for Adults who Come into Contact with Minors". There is a PDF icon and a checkbox: "I hereby represent that I have downloaded, read, and understand the Code of Ethics Agreement for Pastoral Counselors and Spiritual Directors, and for Adults who Come into Contact with Minors and have read and understand the Statement of Consent & Understanding and agree to strictly adhere to and actively support these policies as a condition of my employment or appointment." Below this, it says "Please provide an electronic signature to confirm you have read the above document and completed the document above:" and has fields for "Full Name (first middle last):", "Today's Date:", and a "Continue" button.

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Select “I need to apply for a background check and access the VIRTUS Online Training”

Complete your background check prior to completing your training.

Do not bypass the background check or you will have to ask your local administrator to prompt the background check again.

COMPLETE Background Check FIRST

Please **review** and answer all questions of the *Diocese of Tulsa Background Questionnaire Concerning Sexual Misconduct*

Acknowledgement

By clicking the button below, I certify that the facts contained in this Questionnaire are true and complete to the best of my knowledge and understand that falsified statements shall be grounds for dismissal. I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing same to you.

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.)

If you choose NO, **select** the Online Training language you need, **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.)

You will see the Background check screen next.

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. Select the downward arrow and highlight the session you attended-- then **click** Complete Registration.

You will see the Background check screen next.

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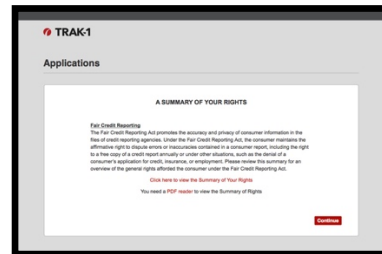
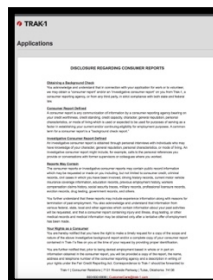
To complete a Background Check, **click** on the designated link: Complete Trak-1 Background Check.

This link will direct you to Trak-1's secure website.



Please **review** the Disclosure Regarding Consumer Reports and the Summary of your Rights

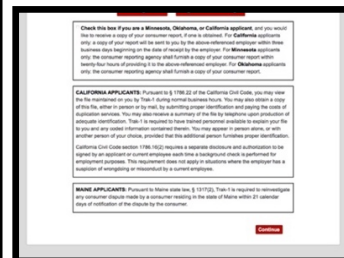
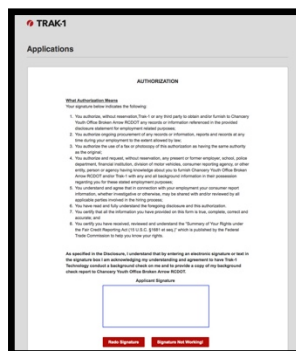
Click Continue to proceed.



Please review the application Authorization

Use your mouse to **draw** your signature in the BLUE box provided on the screen.

Click Continue to proceed.



To proceed with your Background Check, enter the requested applicant information into the designated fields.

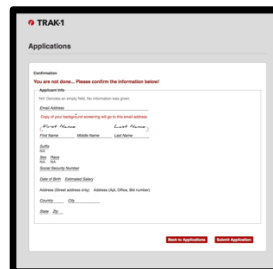
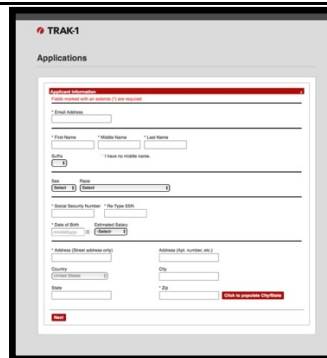
Omit any apostrophes or hyphens from your name. Do not enter your City/State, instead **enter your zip code** and select the red "Click to populate City/State" button. It will be entered automatically.

Do not overwrite the City/State from what is populated. **Click** Continue to proceed.

Review all information on the screen for accuracy.

To **make corrections**, **click** Back.

When information is verified, correct and complete, **click** on Submit Application.



Registration Instructions


Close screen to return to VIRTUS Online and access your *Protecting God's Children* training.

Click on the green circle to begin the Online Training

Online Training Courses

To begin your online training, please click the title of your assigned training:

-  **Protecting God's Children® Online Awareness Session 3.0**
Assigned: 10/09/2018
Due: 10/23/2018

-  Past due
-  Due date approaching
-  Assigned

Printing certificates is not necessary as the information is stored in the VIRTUS database. This facilitates your location in viewing and assessing your compliance with Child & Youth Protection Requirements.

If you have questions, please contact the local administrator at the Church or School requiring your compliance with Child & Youth Protection Requirements.

Thank you!