

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**.



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.



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.

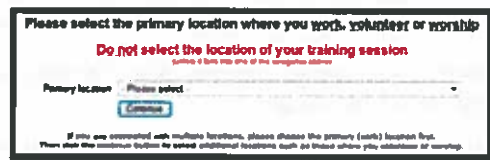
- If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

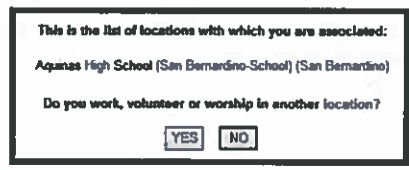
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s))



Your selected 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**.



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.



Registration Instructions

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

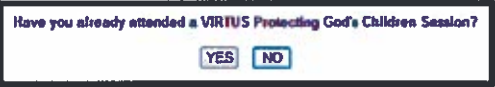
Click **Continue** to proceed.



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

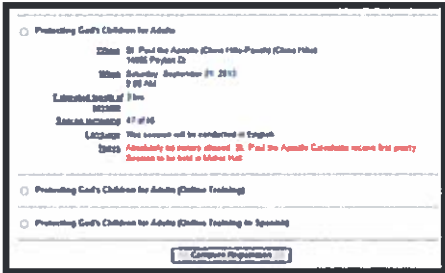


If you have **not** attended a VIRTUS Protecting God's Children Session, choose **NO**. Otherwise choose **YES**.

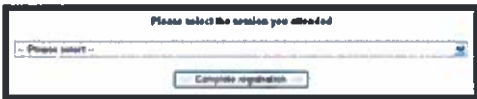


If you chose **NO** during the previous step, you will be presented with a list of upcoming sessions scheduled for the **Diocese of San Bernardino (CA)**. When you find the "live" session you wish to attend, click the circle next to the title for that date.

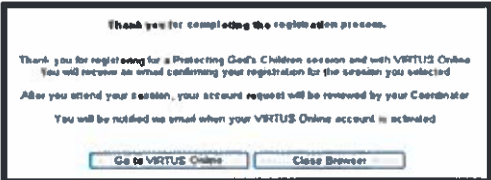
If you wish to complete the **online** version of the training (rather than attend a live session), click the circle next to the title for the **Online Training** (found at the bottom of the session listing). (If you chose **YES** during the previous step, skip this step.)



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**



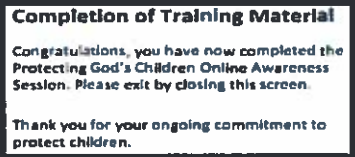
A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration. If you registered to attend a "live" upcoming session at local parish or school, click on **Close 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.

