

Before completing **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 yellow link labeled **Registration**, to begin registration.



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



Select the name of your organization **Tulsa (OK) Diocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization).

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

Once your organization is highlighted, click **Select**.

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.

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.

Primary location: [Please select]

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**.

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. (Use descriptions supplied, to help determine appropriate role(s) to select.) Please check **all** roles that apply.

Additionally, **enter** your title 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.

Please select the roles that you play within your diocese:

Candidate for ordination Employee (Parish/Parochial)

Deacon Priest

Educator Parent

Employee (Diocesan/Episcopal)

Volunteer

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

If you do not have a title, please briefly describe what you do for the diocese:

Title or Diocesan function: _____

Answer three YES/NO questions.

Click **Continue** to proceed.

Please review **Code of Ethical Standards for Church Leaders**.

Please check the box, indicating that you have read and understand the Code of Ethical Standards for Church Leaders.

Please review **Sexual Misconduct Policy**.

Please check the box, indicating that you have read and understand the Sexual Misconduct Policy.



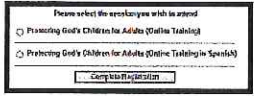







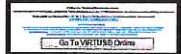

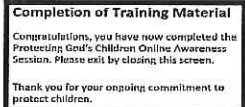
Click **Continue** to proceed.

Diocese of Tulsa

Code of Ethical Standards for Church Leaders Sexual Misconduct Policy

I've downloaded, read, and understand the Diocese of Tulsa Code of Ethical Standards for Church Leaders I've downloaded, read, and understand the Diocese of Tulsa Sexual Misconduct Policy

Registration Instructions

<p>Please review the Diocese of Tulsa Background Questionnaire Concerning Sexual Misconduct. (Answers to all questions are required.)</p> <p>To proceed, click on the box containing the following statement: Click here to acknowledge</p>	
<p>If you have not attended a VIRTUS Protecting God's Children Session, choose NO. (Otherwise choose YES.)</p>	
<p>To select the Online Training, click in the appropriate circle for either English –or– Spanish. Click Complete Registration to proceed. (If you chose YES during the previous step, <i>skip this step.</i>)</p>	
<p>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 by clicking the downward arrow and highlighting the session -- then click Complete Registration.</p>	
<p>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.</p>	
<p>Please review the Disclosure Regarding Consumer Reports. Click Continue to proceed.</p>	
<p>Please review the Authorization. Enter your Full Name in the box provided on the screen. Click Continue to proceed.</p>	
<p>To proceed with your Background Check, enter the requested Applicant Information into the designated fields. Click Continue to proceed.</p>	
<p>Review information on the screen. (To make corrections, click Back.) Otherwise, click on Submit Application.</p>	
<p>Upon completion of your application, the following screen appears. Close the Trak-1 screen, return to VIRTUS Online.</p>	
<p>Click on Go To VIRTUS Online to access Online Training.</p>	
<p>Click on the green circle to begin the Online Training</p>	
<p>Upon completion, the last screen will direct you to exit the training by closing the screen. The next screen reflects completion of the Online Training and allows you to print a certificate of completion (for your personal records, as well as for your parish and school).</p>	
<p>To print a certificate, click on the link labeled print certificate. On the next screen, click on Open. When certificate appears on the screen, click on the print icon. From the next screen, click on OK. Once printing is complete, close the Adobe Acrobat screen to return to your VIRTUS Online account. If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.</p>	