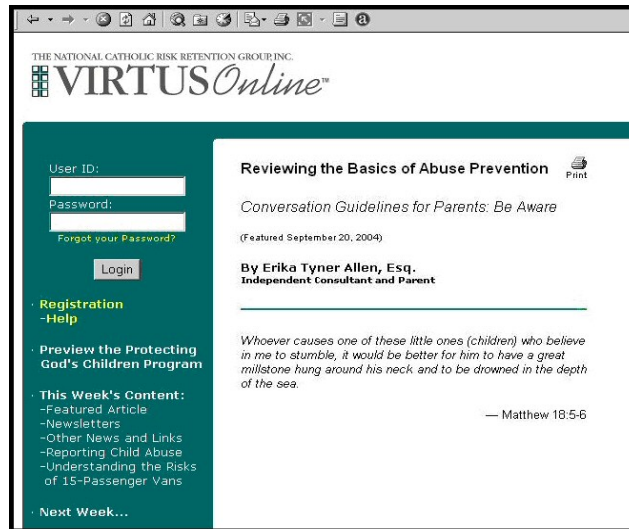


# Registration Instructions

Before or after your first Protecting God's Children session (*but not both*), you will need to register with the VIRTUS Program. This is required of all participants. If you do not have Internet access, and cannot temporarily gain Internet access via school, university, library, work, home or other means, please register with your Facilitator or your VIRTUS Coordinator.

Go to <http://www.virtusonline.org>

On the left-hand side of the page, click the yellow link labeled "Registration."



Choose the name of your organization 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 recommend 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

Create a User ID:

Create a Password:

Provide the information requested on the following page. Several fields are required, such as name, address, phone number and e-mail address. 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. This will notify your VIRTUS Coordinator that you do not have an email address.**
- **If you do not have personal Internet access, and you are not able to obtain temporary Internet access for one hour per month, complete the registration process and your VIRTUS Programs Coordinator will contact you. Other options are available for your continued training.**

Please provide the information requested below

Salutation:

First Name:  \*

Middle Name:

Last Name:  \*

Email:  \*

Home Address:  \*

Home Address Cont'd:

City:  \*

State:

ZIP:  \*

Work Phone:

Home Phone:

\* Required field

Select the PRIMARY location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization. Click Continue to proceed.

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

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.

# Registration Instructions

Your current list of locations is displayed. If you need to add an additional location, choose YES. Otherwise, choose NO.

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

St. Josephs Parish (Tulsa)

**Do you need to add another location?**

Select the role(s) that you serve within your organization. Please check all roles that apply. Additionally, if you have a title within your diocese, enter it in the box. I.e. Teacher, DRE, Catechist, etc. Click Continue to proceed.

**Please select the roles that you play within your diocese**

*Please check all that apply.*

Candidate for ordination       Parent  
 Deacon                                       Priest  
 Educator                                       Volunteer  
 Employee

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

Answer three YES/NO questions and then click Continue.

**Are you a parent or guardian of a child under 18?**

Yes  
 No  
 I choose not to answer this question

If you have already attended a Protecting God's Children Session, click YES, otherwise click NO.

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

If you chose **NO** during the previous step, you will be presented with a list of all upcoming sessions within your organization. When you find the session you would like to attend, click the circle next to the title.

If you chose YES during the previous step, skip this step.

**Please select the session you wish to attend**

Unless otherwise noted all sessions are conducted in English.

**Protecting God's Children for Adults**

Where: Test Site (Tulsa)  
When: Monday, October 25, 2004  
6:00 PM  
Estimated time: 3 hrs  
Spaces remaining: 7 of 25

If you chose **YES**, you will be presented with a list of all sessions that have been held within your organization. Choose the session you attended by clicking the downward arrow and highlighting the session, and then click Complete Registration.

**Please select the session you attended**

-- Please select --

You will see a message on your screen confirming that you have completed the registration process. If you correctly entered your email address during the process, you will receive an email confirming your information. Additionally, your Virtus Coordinator may contact you via e-mail with information regarding your continuing training status.

If you have additional questions about the registration process, please contact your session's facilitator, your Virtus Coordinator, or the VIRTUS Help Desk at 1-888-847-8870.

**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.