

# Registration Instructions

Before attending a **live** session of **Protecting God's Children** – Or – before completing the **Online** version of **Protecting God's Children** training, 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**.



Choose the name of your organization (**Des Moines (IA), 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 -----> **Oakland, CA (Diocese)** [v] [Select]

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 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 signify to your VIRTUS Coordinator that you do not have an email address.**

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**.

**Do not select the location of your training session**

(press it into one of the categories above)

Primary location: [St. Patrick Parish (Rodeo)] [v] [Continue]

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 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. Patrick Parish (Rodeo)

Do you work or volunteer in another location?

[YES] [NO]

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**Do not select the location of your training session**

(press it into one of the categories above)

Primary location: **Corpus Christi (Fremont)** [v]

[Continue]

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 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. Patrick Parish (Rodeo)

Do you work or volunteer in another location?

[YES] [NO]



Thank you for registering with VIRTUS Online.

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.

[A note regarding emails:](#)

The rise in SPAM emails has created an equal rise in the aggressiveness of the measures to combat it. Consequently, many of our emails are blocked by SPAM filters. If you are using any software or tools within your email program to filter SPAM, please make sure that you allow messages from [system@virtus.org](mailto:system@virtus.org). You may also want to contact your network administrator to make sure that your network allows messages from [system@virtus.org](mailto:system@virtus.org). SPAM filtering is the number one reason for our emails not to be received.

[Go to VIRTUS Online](#)

[Close Browser](#)

If you Click on **Go to VIRTUS Online** button, the website will redirect you to the home page. Enter your **Username** and **Password** as you see in the image on the right.

After you login in. A window will occur as you see the image bellow. This is your Toolbox/profile. It records your activity and other important document.

**LOGIN FOR EXISTING ACCOUNTS**

Username:

Password:

[Sign In](#)

[Need login information?](#)

A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

# VIRTUS<sup>®</sup>Online

Logout

Peter Nguyen  
Diocese of Oakland, CA

## Toolbox

Code of Conduct  
Código de Conducta  
Bishop's Welcome  
Bienvenida del Obispo

**Instructor-led Training**

Teaching Touching Safety Guide

Acronyms and Other Internet Shorthand

What is VIRTUS<sup>®</sup>?  
VIRTUS Online  
Protecting Children  
USCCB Current Resources  
USCCB Resource Booklet

Contact My Coordinator

Training Report

This article is not part of your continuing training. To access your required bulletins go to the TRAINING tab.

### Allergies: What Caregivers Should Know

[Click here to proceed.](#)

**Allergies: What Caregivers Should Know**

Dealing with food allergies can be overwhelming, but it is especially challenging when you're caring for a child with allergies—perhaps even more so if you are not the parent. Parents learn the ins and outs of their child's allergies, reactions and how to treat them, but caregivers will need to be provided with that information in advance.

Whether you are a parent or a caregiver (teacher, volunteer, etc.), here is a quick checklist of information you should have for any child who has known food allergies.

- What food is he/she allergic to?
- For each allergen: is a "trace" amount enough to cause a reaction? Should caretakes avoid giving the children food that has been prepared in the same place as an allergen? For example, if the child is allergic to peanuts, must he/she avoid anything that was made in a factory that uses peanuts even if it's not in the food itself?
- For each allergen: What is the child's normal reaction so the caregiver can recognize it quickly (e.g. swelling, hives, etc.)?
- For each allergen: Along with alerting the parents right away, is there any immediate action the caregiver should take if the child experiences a reaction?
- Should the caregiver have allergy medicine or an EpiPen (provided and authorized by the parents) on-hand to use if needed?

Both parents and caregivers should call 911 immediately if they suspect a child is having an anaphylactic reaction. To read more about allergies and reactions, visit WebMD's article [here](#).

Each child's allergies can be unique. Along with the checklist above, parents should be sure to inform caregivers of any other concerns or particulars. Caregivers, in turn, should strive to provide children with an allergy-free environment and be prepared to assist children should they experience any allergic reactions.

What is your opinion?  
Have you cared for a child with food allergies?  
 Yes  
 Yes, but only minor allergies  
 Not that I know of  
[Submit Vote!](#)

Last Week's Poll  
Do you seek often the intercession of St. Joseph?  
Absolutely, all the time! He's the man! 38.79%  
Sometimes, I ask for help from many saints 32.37%  
Not frequently, I prefer to go straight to the Boss Himself! 19.25%  
Never 9.59%  
Total Votes: 1418

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Click on **Instructor-led Training** then click on **Online Training Courses**

A window will pop up with the contents of each lesson. Please read carefully and choose the best answer. Then click Submit Answer button.

After you are done all lessons. Go back to your toolbox/profile and click on **Training Report**.

[Click here to see training report and print/download your certificate.](#)

Toolbox

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Peter Nguyen

### Online Training Courses

- ✓ **Protecting God's Children® Online Awareness Session 3.0**  
Assigned: 03/30/2017  
Due: 04/13/2017

⚠ Past due  
⚠ Due date approaching  
✓ Assigned

If you would like to register for additional upcoming training sessions [click here](#).

**Toolbox**

- Code of Conduct
- Código de Conducta
- Bishop's Welcome
- Bienvenida del Obispo
- Instructor-led Training
- Teaching Touching Safety Guide
- Acronyms and Other Internet Shorthand
- What is VIRTUS®?
- VIRTUS Online
- Protecting Children
- USCCB Current Resources
- USCCB Resource Booklet
- [Update My Account](#)
- Contact My Coordinator
- Training Report

**Training Report for Tu Nguyen as of 03/30/2017**

Print

Approval Date: 10/18/2016

**LIVE TRAINING**

Title	Date	Training Location	Status
Protecting God's Children for Adults	10/17/2016 1:20 PM	Online	Approved

**ONLINE TRAINING MODULES**

Module	Assigned	Started	Completed
Protecting God's Children® Online Awareness Session 3.0	08/28/16	10/17/16	10/17/16



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[\(Acceptable Use Policy\)](#)

[Click here to print/download your certificate.](#)

Thank you so much for your generosity and time  
to serve God and His People.

May God bless you, your love ones, and your ministries