

## Safe Environment (Virtus) Training Instructions for Parents

1. Visit our Diocese website at <https://oakdiocese.org/safe-environment> 2. Click on 'Virtus Registration' (in English or in Spanish)
3. You will be taken to a new page. Select the 'Begin the registration process' link.
4. Select 'Oakland, CA (Diocese)' from the drop-down menu and click 'Select'. 5. If you are a new user, click 'No' when asked if you have ever previously registered with VIRTUS Online.
6. Create your User ID and Password (make sure to save these for future use) and click Continue.
7. Fill out the empty fields and click Continue.
8. Select St. Raymond Parish (Dublin) from the drop-down menu and select the 'Volunteer' option. In the Title or Position of Service menu enter "Parent Volunteer" Click Continue.
9. Select 'No' when asked if you are associated with any other locations. 10. Select 'Yes' when asked if you interact with, work with, or come into contact with minors and/or vulnerable adults of this diocese. Click Continue. 11. Read through and check the box for the Code of Conduct. Click Continue. 12. Select 'No' when asked if you have already attended a VIRTUS Protecting God's Children Session.
13. Select the 'Protecting God's Children for Adults (Online Training)' and Click OK to complete your registration process.
14. You will be taken to your Virtus homepage. Find the Current Training box and select your assigned module.
15. Once you complete your training, please save your Certificate and send it to the Youth Ministry Office