

**Before** attending a **Protecting God's Children** awareness training, all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=18382](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18382)

Or, please register by going to [www.virtus.org](http://www.virtus.org) and click on 'First Time Registrant'.



**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 use names.

Click **Continue** to proceed.

If you already have a VIRTUS Account, please contact the Helpdesk at [helpdesk@virtus.org](mailto:helpdesk@virtus.org) or 888-847-8870 to recover your login information. Thank you!



DIocese OF GRAND RAPIDS

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.  
Common abbreviations like Sarah and Robert are also likely to already be in use.  
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation.  
Email addresses are OK. Your user id must be at least 4 characters long.  
Your password must be at least 8 characters long.

SECURITY: ONLY ADMIN APPROVED PASSWORDS

**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, Date of Birth, Gender and Race.

**(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](http://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](mailto:noaddress@virtus.org).*

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

Gender:

Race/Ethnicity:

List any additional names (maiden, married or aliases).		
	first name	last name
Name 1	<input type="text"/>	<input type="text"/>
Name 2	<input type="text"/>	<input type="text"/>
Name 3	<input type="text"/>	<input type="text"/>

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

Click **Continue** to proceed.

In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you **work** or **volunteer**.

Please select the primary location where you **work** or **volunteer**.

Location:

Your selected location is displayed on the screen.

Please select the roles that you perform at this location and enter your title or position of service.

Click **Continue** to proceed.

In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you **work** or **volunteer**.

Please select the primary location where you **work** or **volunteer**.

Location: [All Saints Academy (Grand Rapids)]

Please select all of the roles that you perform at this location

Please check all that apply. You must select at least one role.

- Candidate for ordination**  
Candidate becoming Priest, Deacon
- Deacon**  
Any religious order or Deacon in active or supply ministry. (Who continue to observe the occasional fasts, wearing, Eucharist, etc. Requires Online Ongoing Training)
- Diocesan/Eparchial Employee**  
Selected person other than parishes/schools or teachers who are employed by and work directly for parishes such as central office/staff, etc. (Requires Online Training) Director, Manager, Coordinator, Supervisor, NOT required online training. Office Support Staff, Secretary, Administrative, etc.)
- Educator**  
Catholic Teachers, Principals, Assistant Principals work in diocesan and parish schools. (Not Catechist) (Requires Online Training)
- Parish/Parochial Employee**  
Catholic person other than parishes/schools or teachers who are employed by and work directly for parishes or other organizations such as parish ministers, school support staff, religious education, etc. (Requires Online Training) Director, Manager, Coordinator, Supervisor, NOT required online training. Office Support Staff, Secretary, Administrative, etc.)
- Priest**  
Any religious order or diocesan priest in active or supply ministry. (Who must observe the occasional fasts, wearing, Eucharist, etc.) (Bishop, Priest, Pastor/Priest, Pastor, Chaplain (Ordained), Requires Online Training)
- Volunteer**  
Not a priest or other person who is active in the diocese, parish, school, faith formation, pastoral ministry, youth ministry, other apostolic/ministerial, etc. (Bishop, Priest, Pastor/Priest, Pastor, Chaplain (Ordained), Requires Online Training)

If you have a title please enter it below:  
 If you do not have a title, please briefly describe what you do.

Title or Position of Service:

[Continue](#)

Please select **Yes** if you have any additional locations. If no other locations, please select **No**.

**You have chosen following locations and roles:**

All Saints Academy (Grand Rapids)

- Volunteer ✓

**Are you associated with any other locations?**

Please answer the **four** questions presented and then click Continue.

Are you a parent or guardian of a child under 18?  
 Yes  
 No

Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?  
 Yes  
 No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?  
 Yes  
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?  
 Yes  
 No

[Continue](#)

Please review the following **Standards of Ministerial Behavior in Dealing with Children & Young People**, and respond:

➤ **Standards of Ministerial Behavior in Dealing with Children & Young People**

To proceed, please **Confirm** by clicking the box and electronically signing in the boxes provided.

*We the clergy, women and men religious, seminarians, staff, and volunteers of the Diocese of Grand Rapids who have regular contact with children and young people pledge that we will maintain an open and trustworthy relationship with them free of behavior which is sexual in nature. I hereby represent that I have downloaded, read, and understand the this document.*

Click on **Continue**

Diocese of Grand Rapids, MI  
 (Employee and Volunteer) Standards of Ministerial Behavior in Dealing with Children and Young People

1 of 3

**Standards of Ministerial Behavior in Dealing with Children & Young People**

We, the clergy, women and men religious, seminarians, staff, and volunteers of the Diocese of Grand Rapids, who have regular contact with children and young people, pledge that we will maintain an open and trustworthy relationship with them, free of behavior that is sexual in nature.

**General Guidelines**

- 1.1 Children and young people deserve the Church's highest standard of care. Since adults hold positions of power, we will set appropriate boundaries to assure a safe place for our children and young people in all Church ministries and programs.
- 1.2 We will witness in these and all our relationships the charity appropriate to our state in life, whether celibate, single or married.
- 1.3 We recognize that needs for affection and intimacy must be addressed outside our work with children and young people.
- 1.4 Recognizing that physical contact with a minor may on occasion be appropriate and in some instances unavoidable, we acknowledge that it can also be inappropriate. It should occur as our work with minors (a) only when completely nonsexual and (b) never in private. In addition, we will not engage in speech, gesture or other behavior which may be construed as seductive or sexually suggestive.

Problems Viewing PDF? [Download](#)

We the clergy, women and men religious, seminarians, staff, and volunteers of the Diocese of Grand Rapids who have regular contact with children and young people pledge that we will maintain an open and trustworthy relationship with them free of behavior which is sexual in nature. I hereby represent that I have downloaded, read, and understand the this document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last):

Today's Date:

[Continue](#)

Please review the following **Background Check Authorization**, and respond:

➤ **Background Check Authorization**

To proceed, please Confirm by clicking the box and electronically signing in the boxes provided.

*I understand that investigative inquiries into my background are to be made to assess my suitability for employment or volunteer placement. By signing below, I authorize the Diocese of Grand Rapids or its affiliate organizations or representatives to verify any of the information I have provided and conduct a check of records and/or references with the appropriate individuals and/or organizations. I authorize any of them to release such information as the Diocese of Grand Rapids or its affiliate organizations require, without any obligation to give me written notice of such disclosure. I hereby release the Diocese or its affiliate organizations or representatives from any liability whatsoever as a result of inquiries or disclosures related to my background or character. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes of conducting background investigations.*

Click on Continue

Please click review the question and respond.

Click on Continue to proceed.

**PLEASE READ AND ANSWER THIS CAREFULLY.**

Have you lived out of the state of Michigan at any time **in the past seven years**?

Yes  
 No

If yes, please list the states

[Continue](#)

If you have **not** attended a **VIRTUS Protecting God's Children** instructor-led session, choose **NO**.

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

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children facilitator led** sessions scheduled and **online training** for the **Diocese of Grand Rapids**.

When you find the training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all facilitator led **VIRTUS** sessions conducted in the **Diocese of Grand Rapids**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

Please select the session you wish to attend

- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)
- Protecting God's Children for Adults
  - Where: St. Mary Magdalen Parish (Kentwood)  
1253 52ND ST SE
  - When: Monday, February 10, 2020  
6:00 PM
  - Estimated length of: 3 hrs
  - Session: 000000
  - Spaces remaining: 50 of 50
  - Language: This session will be conducted in English
  - Notes: ONCE THE PRESENTATION BEGINS NO ONE WILL BE ALLOWED TO ENTER. PLEASE ARRIVE A LITTLE EARLY. THERE IS A BRIEF SIGN-IN PROCEDURE
  - Wheelchair possible: Yes

# Registration Instructions

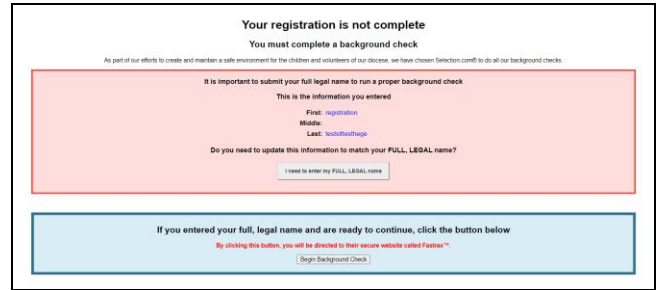
## Diocese of Grand Rapids - Volunteers

Please review, and then click on **I entered my FULL, LEGAL name - Begin Background Check** on the screen to be directed to the Selection.com background check secure website, **FASTRAX®**.

Within the secure website of **FASTRAX®**, please click on **Enter Background Check Info** to proceed.

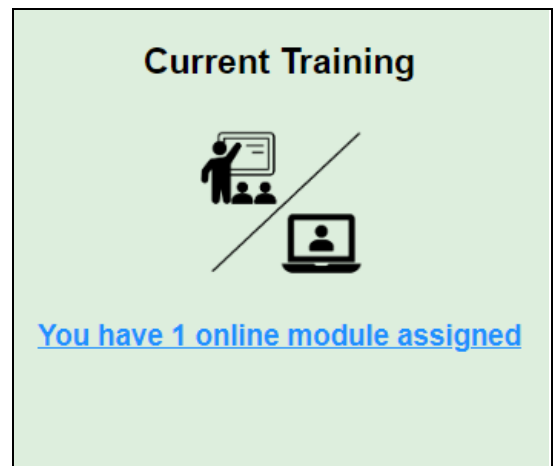
Please complete the following steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

To contact the background check provider with any issues within **FASTRAX**, please contact the Selection.com helpdesk at 800-325-3609.



If you chose online training, please click 'You have 1 online module assigned' and then on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.



If you have additional questions about **VIRTUS Online** training, please contact the **VIRTUS Help Desk** at 1-888-847-8870 or [helpdesk@virtus.org](mailto:helpdesk@virtus.org). Thank you!

