

Registration Instructions

Diocese of Grand Rapids

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

Or, please register by going to 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 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 Jim and Robert are also likely to be already in use. We suggest using your full name (first, middle, last) 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.

Invalidated user id and password messages

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, 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.

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 - Please select - v

First Name: *

Full Middle Name:

Last Name: *

Nickname:

Suffix - Please select if applicable - v

Email: * (No email)

Home Address:

Home Address Cont'd:

City:

State: - Select - v

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: * why?

Gender: - Select - v *

Race/Ethnicity: - Select - v

List any additional names (maiden, married or aliases):

	first name	last name
Name 1		
Name 2		
Name 3		

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: - Please select - v

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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**
Candidatus (becoming Priest), Diacon
- ☐ **Deacon**
Any religious order or Deacon in active or supply ministry. (Who continue to develop the occasional tasks, including: Baptism, etc. Required Online Training) Required Online Training
- ☐ **Diocesan/Parochial Employee**
Non-vested person who is employed by the diocese or parishes who are employed by and work directly for parishes such as: pastoral effectiveness, etc. (Required Online Training) Director, Manager, Coordinator, Supervisor, Not required online training, Office Support Staff, Secretary, etc. (Required Online Training)
- ☐ **Educator**
Catholic Teachers, Principals, Assistant Principals work in diocesan and parochial schools. (Not Catholic) (Required Online Training)
- ☐ **Parish/Parochial Employee**
Non-vested person who is employed by the diocese or parishes who are employed by and work directly for parishes or other organizations such as: pastoral effectiveness, etc. (Required Online Training) Director, Manager, Coordinator, Supervisor, Not required online training, Office Support Staff, Secretary, etc. (Required Online Training)
- ☐ **Priest**
Any religious order or diocesan priest in active or supply ministry (including: pastoral effectiveness, etc. (Required Online Training) Required Online Training)
- ☐ **Volunteer**
Non-vested person who is associated with the diocese, parishes, schools, farm, ministry, other agencies, etc. (Required Online Training) Director, Manager, Coordinator, Supervisor, Not required online training, Office Support Staff, Secretary, etc. (Required 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?

[Yes](#)

[No](#)

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 this document.

Click on **Continue**

Diocese of Grand Rapids, MI

(Employee and Volunteer) Standards of Ministerial Behavior in Dealing with Children and Young People

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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

- Children and young people deserve the Church's highest standard of care. Since adults hold positions of power, we will set appropriate boundaries to ensure a safe place for our children and young people in all Church ministries and programs.
- We will witness in these and all our relationships the charity appropriate to our state in life, whether celibate, single or married.
- We recognize that needs for affection and intimacy must be addressed outside our work with children and young people.
- 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 in 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](#)

☐ I, 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 this document.

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

Full Name (first, middle and last): [John D. Smith]

Today's Date: [mm/dd/yyyy]

[Continue](#)

Registration Instructions

Diocese of Grand Rapids

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

Diocese of Grand Rapids, MI
Background Check Authorization

1 of 1



**BACKGROUND CHECKS
FOR VOLUNTEERS AND EMPLOYEES**

In all instances and programs, we are committed to ensure a safe place for our children and young people, and others who may be at risk due to identity or disability. Accordingly, the Diocese of Grand Rapids has reviewed that criminal history checks be conducted on all employees and volunteers who have regular contact with children or young people (the Diocese Policy on Sexual Abuse of Minors, Section IV, Article 2). Criminal background checks may also be conducted on employees and volunteers who regularly work with at risk adults. Other background checks such as driving records may be conducted on select employees or volunteers where their positions involve responsibilities operating vehicles.

In conducting background checks, we will comply with all state requirements, and the federal Fair Credit Reporting Act (FCRA).

Please Note:

- According to the FCRA, we must have your written authorization to conduct a background check. Please give your authorization by completing and signing the Background Check Authorization Form we provide.
- If you do not sign the form and provide all required information, we will not be able to conduct the background check, and we will not be able to place or retain you in a volunteer or employment position.

Be Assured:

- Your information will be held and processed in accordance with strict standards of confidentiality. We will do everything possible to prevent identity theft, and protect your privacy.
- The information you provide will be used only for legitimate employment or volunteer placement purposes, and will not be sold or distributed to other sources.
- If we find any records or references that might influence a decision to not place or retain you, you will receive all proper notice as required by the FCRA. You will also be able to obtain a copy of the report or other documentation we receive, and correct information for the reporting agency that provided the report. You will have an opportunity to contest any inaccuracies or discrepancies in the report.
- You may request a copy of the Summary of Your Rights Under the Fair Credit Reporting Act prepared by the U.S. Federal Trade Commission, from your background checks administrator. You will receive a copy of the summary of rights if we notify you that we have found a negative report that might cause us to not place or retain you.

Problems viewing PDF? [Download](#)

☐ 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.

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

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

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

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)
When: Monday, February 10, 2020
6:00 PM
Estimated length of 3 hrs
Session
Session 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 accessible: Yes

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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. Thank you!

Your registration is not complete
You must complete a background check

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com to do all our background checks.

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: [registration](#)
Middle: [Middle](#)
Last: [virtus@diocese](#)

Do you need to update this information to match your FULL, LEGAL name?

[I need to enter my FULL, LEGAL name](#)

If you entered your full, legal name and are ready to continue, click the button below

By clicking this button, you will be directed to their secure website called FastRax™

[Begin Background Check](#)

Current Training



[You have 1 online module assigned](#)

Online Training Modules

To begin your online training, please click the title of your assigned training:

✓ [Protecting God's Children® Online Awareness Session 4.0](#)
Assigned: 03/27/2023
Due: 04/10/2023