

Safe Environments at St. Anastasia (ALL Volunteers!)

Adult (18+) and Teen (14+) volunteers in our parish must complete Safe Environments training. Training is provided through a website called Virtus at **www.virtusonline.org**. Adults need to complete a “Protecting God’s Children” (PGC) workshop, and teens need to complete a “Healthy Relationships” workshop. **(Teens create an account just like adults and will be directed to the appropriate training).**

If you have already attended a PGC workshop... read this!

that means **you already have a Virtus account** (even if you don’t remember having one). **You do have a User ID and a Password** (even if you don’t remember them). If your training was completed over 3 years ago, you need **Recertification Training** – which is a 2-hour, pausable, self-directed Online Training Module. This online training is accessed through your account. You will also be directed (one-time) to sign the online Background Authorization Form during this process. *I’m happy to help you get into your account* (see email below) – or you may go to **www.virtusonline.org**, click on the blue “I Need Login Help” link (see image) to recover your User ID and/or Password. Once in, click on the box that says “Current Training” to find your assigned training module. *Please do not create a new account as it delays and complicates the process!*

If you have never attended a PGC workshop...

you will need to create an account, complete the training and the background check. Here’s a step-by-step guide to do that:

- Go to **www.virtusonline.org**
- Click on First-Time Registrant box
- Begin the Registration Process
- Select “Detroit, MI Archdiocese”
- Have you previously registered with VIRTUS Online? - No
- Create User ID (be sure to write down and save)
- Create Password (be sure to write down and save)
- Click on Continue
- Add in your information
- Select where you volunteer, work, etc.: - St Anastasia Parish (Troy)
- Follow the remaining prompts
- You will be directed to **sign an online Background Check Authorization Form** and a Code of Conduct (these are required to complete the process)



⇒ **Finally, CHOOSE the session you wish to attend** (there are 3 different training methods):

- 1) **Online Training**—This is the shortest and most convenient option. **If you don’t see this offered**—simply log out without choosing a session and you will receive an email letting you know when it’s assigned. Then log into your account and click on the [link](#) to begin training. This is a 2-hr, pausable, online process.
- 2) **Online Webinar**—This is a **ZOOM call meeting**—where you meet with others online for a 3-hour workshop. You must be logged in to the meeting and participating for the full 3-hrs to receive credit.
- 3) **PGC Workshop**—This is an in-person, 3-hr workshop on a particular day/time in a specific location. If this

**Note that Adults (18+) will need to recertify every 3 years
(recertification will be a shorter, summarized version of the online training)**

Adults (18+) will need an updated Background Check every 2 years.

Signing the online Background Authorization will allow us to run your check every 2 years.

If you need assistance with this process, go to www.virtusonline.org and click on Help / FAQs, or Contact Donna, our Local Virtus Administrator, dolzak@stanastasia.org, 248-689-8380, Ext. 101