

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 20 minute, pausable, self-directed Online Training Module. This online training is accessed through your account. *I’m happy to help you get into your account* (see email below) – or you may go to **www.virtus.org**, click on the blue “I Need Login Help” link (see image to the right) 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)
- Select your primary role (Volunteer—either more or less than 3x/year) with check mark
- Are you associated with any other location – Yes or No
- Do you interact with minors? - Yes or No (i.e. catechist, coach, chaperone, etc.)
- Do you interact with vulnerable adults? - Yes or No (consistent, sustained contact)
- Do you officially manage or oversee others on behalf of this organization? - Yes or No
- Here you may be presented with a Volunteer Code of Conduct – read through, check the box at the end, then fill in your full name and today’s date, i.e., MM / DD / YYYY
- When prompted please complete the Background Authorization form. (If you are unable to sign on line please complete the form on the back and turn it in to the Parish Office)
- Have you already attended Protecting God’s Children? – No

⇒ **Finally, CHOOSE the session you wish to attend** (there are 2 different training methods):

- 1) **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.
- 2) **PGC Workshop**—This is an in-person, 3-hr workshop on a particular day/time in a specific location. If this is your preference, go ahead and sign up for what works for you.

Note that Adults (18+) will need to recertify every 3 years. (recertification will be a shorter, summarized version of the training and can be done online) Adults (18+) will need an up dated Background Check every 2 years. Signing the online Background Authorizatn 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/FAQ’s or Contact Donna, our Local Virtus Administrator, dolzak@stanastasia.org, 248-689-8380 Ext 101

