

### **Registration Instructions**

**Diocese of Grand Rapids - Volunteers** 





# **Registration Instructions** Diocese of Grand Rapids - Volunteers

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.	In this step, <u>DO NOT</u> select the location of your training session - you will pick that later. We are asking for the primary location where you <u>work</u> or <u>volunteer</u> .
Click <b>Continue</b> to proceed.	Please select the primary location where you <u>work</u> or <u>volunteer</u> . Location (Al Santa Academy (Grand Rapids) v
	<section-header></section-header>
Please select <b>Yes</b> if you have any additional locations. If no other locations, please select <b>No</b> .	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 <b>four</b> questions presented and then click Continue.	Are you a parent or guardian of a child under 18?  Yes O you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization? No Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization? No Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization? No Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization? No Do you ange, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity? No Continue Continue
Please review the following Standards of Ministerial Behavior in Dealing with Children & Young People, and respond:	Diocese of Grand Rapids, MI (Employee and Volunteer) Standards of Ministerial Behavior in Dealing with Children and Young People 1sl 3 - + & C
Standards of Ministerial Behavior in Dealing with Children & Young People	Standards of Ministerial Behavior in Dealing with Children & Young People
To proceed, please <b>Confirm</b> by clicking the box and electronically signing in the boxes provided.	Repub, who have regardle constant with delabors and a surge people about the res well antistation and appear and transmitty of delationing the origination with a structure in nature in <b>Constant Confidence</b> 11 a tabletone and provide people downeys that Compatibility and people and and a structure in all place for our delabors of proving a well all an appropriate boundaries to assure a add place for our delabors and proving people downeys that Compatibility and and and a structure and
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 <b>Continue</b>	1.3 We the times in these and all one relationships the charity appropriate 1.3 We the recognized of a reads for each fieldness and states years the backword 1.4 Recognizing the approximation of the states of th
	Plasse provide an electronic acknowledgement to continue you have received the document above. Full Name (first, midde and last): Today's Date: Continue Continue



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<ul> <li>Please review the following Background Check Authorization, and respond:</li> <li>Background Check Authorization</li> <li>To proceed, please Confirm by clicking the box and electronically signing in the boxes provided.</li> <li>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 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.</li> </ul>	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
Click on Continue	addied and particularly near operative bulleties from any standard and a second secon
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 <u>not</u> attended a VIRTUS <i>Protecting God's Children</i> instructor-led session, choose <u>NO</u> .	Have you already attended a VIRTUS Protecting God's Children Session?
<ul> <li>If you chose <u>NO</u> during the previous step, you will be presented with a list of upcoming VIRTUS <i>Protecting God's Children</i> <u>facilitator led</u> sessions scheduled and <u>online training</u> for the Diocese of Grand Rapids.</li> <li>When you find the training you wish to attend, click the circle and then click Complete Registration.</li> <li>(If you chose <u>YES</u> 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.)</li> </ul>	



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Please review, and then click on I entered my FULL, LEGAL Your registration is not complete name - Begin Background Check on the screen to be directed to nplete a background check the Selection.com background check secure website, FASTRAX<sup>®</sup>. nit your full legal name to run a proper This is the information you er First: registration Within the secure website of FASTRAX®, please click on Enter ate this information to match your FULL, LEGAL Background Check Info to proceed. Please complete the following steps within the background check If you entered your full, legal name and are ready to continue, click the button below process, which includes reviewing the inquiry release, entering Begin Background Check 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** Current 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. You have 1 online module assigned If you have additional questions about VIRTUS Online training, **Online Training Modules** please contact the VIRTUS Help Desk at 1-888-847-8870 or helpdesk@virtus.org. Thank you! 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: 04/40/2020