

Registration Instructions

Diocese of Grand Rapids - Volunteers

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 888-847-4870 to recover your login information. Thank you!



Please create a user ID and password that you will use to access your account.
 Choose a name that is not your email address. It should be at least 6 characters long and contain at least one letter and one number.
 Choose a password that is not your email address. It should be at least 8 characters long and contain at least one letter and one number.

Click **Continue**

Next enter all the information requested. This information will only be used to create your account and will not be shared with anyone else. Please enter all the information requested. Your information will only be used to create your account and will not be shared with anyone else. Please enter all the information requested. Your information will only be used to create your account and will not be shared with anyone else.

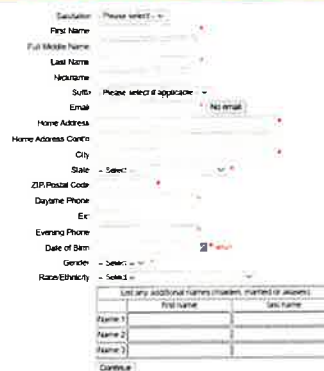
Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Date of Birth, Gender and Race.

(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.



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 --
 Continue

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.

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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: **Al-Saadi Academy - Deane Academy**

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

Please check all that apply (you may select as many as you wish)

- ☐ **Candidate for ordination**
Candidate for Holy Orders
- ☐ **Deacon**
An ordained minister in the Catholic Church who is ordained to the Sacraments of Holy Orders, Baptism, and the Sacrament of Confirmation.
- ☐ **Deacon and Eucharistic Minister**
You may be asked to perform additional duties in the church and are empowered to give the Eucharist to the sick. You are also responsible for the Eucharistic Ministry, including the preparation of the Eucharist, the distribution of the Eucharist, and the preparation of the Eucharist.
- ☐ **Exorcist**
You may be asked to perform exorcisms in the church and are empowered to give the Eucharist to the sick. You are also responsible for the Eucharistic Ministry, including the preparation of the Eucharist, the distribution of the Eucharist, and the preparation of the Eucharist.
- ☐ **Parish Pastoral Care Director**
You may be asked to perform pastoral care in the church and are empowered to give the Eucharist to the sick. You are also responsible for the Eucharistic Ministry, including the preparation of the Eucharist, the distribution of the Eucharist, and the preparation of the Eucharist.
- ☐ **Other**
You may be asked to perform other duties in the church and are empowered to give the Eucharist to the sick. You are also responsible for the Eucharistic Ministry, including the preparation of the Eucharist, the distribution of the Eucharist, and the preparation of the Eucharist.
- ☐ **Volunteer**
You may be asked to perform other duties in the church and are empowered to give the Eucharist to the sick. You are also responsible for the Eucharistic Ministry, including the preparation of the Eucharist, the distribution of the Eucharist, and the preparation of the Eucharist.

If you have a little please enter it below

If you do not have a title, please briefly describe what you do

Title or Position of Server

Confirm

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 the this document.

Click on **Continue**

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

1 of 2

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

It is the clergy, senior and youth ministers, laypersons, staff, and volunteers of the Diocese of Grand Rapids, who have regular contact with children and young people. People that we will maintain an open and trustworthy relationship with them, first of all because it is normal and correct

General Guidelines

1. Children and young people deserve the Church's highest standard of care. Every adult holds positions of power, we will set appropriate boundaries to ensure a safe place for our children and young people in all Church membership and programs.
2. We will remain in touch and all our relationships the churchly appropriate to our work in faith, spiritual culture, liturgy or worship.
3. We recognize that people like affection and sensory needs be addressed outside our work with children and young people.
4. Recognizing that physical contact with a minor may be necessary in appropriate and in some circumstances inappropriate, we acknowledge that it can also be inappropriate. It should occur as we work with minors in such a way that completely intentional and (3) serve as protect. In addition, we will set explicit on speech, gesture or other behavior which may be interpreted as indecent or sexually suggestive involving POC's [download](#)

We the clergy, senior and youth ministers, laypersons, staff and volunteers of the Diocese of Grand Rapids who have regular contact with children and young people, we will maintain an open and trustworthy relationship with them, first of all because it is normal and correct. I hereby represent that I have downloaded, read and understand the this document.

Please provide an electronic acknowledgment to confirm you have received this document above.

Full Name (first, middle and last): _____ (last 3 digits)

Today's Date: _____ w00d000000

Registration Instructions

Diocese of Grand Rapids - Volunteers

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

BACKGROUND CHECKS FOR VIRTUS TRAINING AND EMPLOYMENT

In all programs and projects, we are committed to ensure a safe place for our children and young people and others who may be in our care or custody. Accordingly, the Diocese of Grand Rapids has reviewed and internal history checks for volunteers and employees and has implemented strict screening and background checks for all individuals who are required to be in the Diocese of Grand Rapids or its affiliate organizations or representatives.

Please Note:

- According to the FCRA, we must have your written authorization to conduct a background check. Please print your name and sign the form and provide a manual signature. 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.
- If you do not sign the form, 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.

We Assured:

- Your information will be held and processed in accordance with strict privacy and confidentiality. We will not be providing your information to third parties without your written consent.
- The information you provide will be used only for background screening and volunteer placement purposes, and will not be sold or shared for other reasons.
- If we find any records or information that might reflect a concern in the past or present, you will be notified of the results and we will be able to discuss it with you. We will not be able to place or retain you in a volunteer or employment position if we find any records or information that reflect a concern in the past or present.
- If we may request a copy of the Summary of your Rights Under the Fair Credit Reporting Act (FCRA) by request to the U.S. Federal Trade Commission, then your background check is complete. This will ensure a copy of the Summary of Rights is sent only if you have not been found a negative report that might cause us to not place or retain you.

Procedures regarding FCRA: 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 acknowledgment 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
 - When:** St. Mary Magdalen Paven (Hartwood), 1235 52ND ST SE
 - When:** Monday, February 10, 2020 8:00 PM
 - Estimated session of 3 hrs**
 - Language:** English
 - Session duration:** 50 of 50
 - Language:** This session will be conducted in English
 - Once this presentation begins NO ONE WILL BE ALLOWED TO ENTER PLEASE ARRIVE A LITTLE EARLY THERE IS A BRIEF SIGN IN PROCEDURE**
 - When/Where/Access Code:** Yes

Please review, and then click on I entered my **FULL, LEGAL** name - **Begin Background Check** on the screen to be directed to

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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.

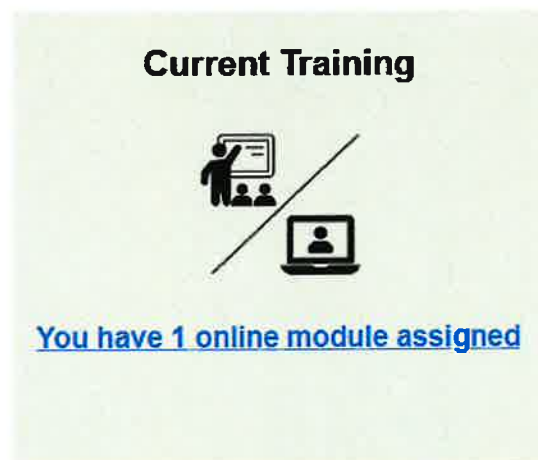
Your registration is not complete
You must complete a background check

It is important to submit your full legal name to run a proper background check.
This is the information you entered:
First: ronald
Middle: joseph
Last: smith
Do you want to update this information to match your FULL LEGAL name?
[I want to enter my FULL LEGAL name](#)

If you entered your full legal name and are ready to continue, click the button below:
[Begin Background Check](#)

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.



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

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!