

BEGIN REGISTRATION | VISIT:

www.virtusonline.org

- On the left side of the page, click on FIRST-TIME REGISTRANT
- Click on “Begin the registration process”
- Click in the box stating “Select your organization”
- Scroll down to “**Grand Rapids, MI (Diocese)**”, click on it, then click on the SELECT button
- Answer the previously registered question
- Set your VIRTUS account by creating your username and password (**Write them down**)
- Fill in your personal information. Those fields marked with a Red * must be filled in.
- Click the CONTINUE button

SELECT YOUR ORGANIZATION & ROLE

- Scroll down the drop-down menu to choose the parish or school/s you are associated with.
- Click the CONTINUE button
- Check the box or boxes of role/s, and type in your title or position/s, and continue
- Answer YES or NO to having any other parish/school associations
- Check YES or NO on the three questions, and continue

ELECTRONIC SUGNATURES REQUIRED

- Based on the role you’ve chosen, you will be taken to the *Charter for the Protection of Children and Young Adults*, and/or the *Standards of Ministerial Behavior*.
- Read and electronically sign.
- Read and authorize the background check

OUT OF STATE RESIDENT QUESTIONS & REQUIREMENTS

- Answer the "Lived out of Michigan" question, click on continue
- If you answer YES to having lived out of state after the age of 18 we will need to run a national background check.
- Within a couple of weeks you will receive an email from **help@referenceservices.com** . Please open this email and authorize the national background check.
- If you do not respond to this email and we are unable to to run your national check you will be unable to volunteer with our parish/school.

SELECTING A VIRTUS TRAINING SESSION

- If you are still logged in, answer if you have already attended a Virtus Session?
 - If you clicked YES, click on the session you attended from the drop-down menu, and click on Complete registration.
 - You should contact the diocese at 616 475-1246 or email ccastano@grdiocese.org to request approval for the session you've already attended.
 - If you clicked NO, click on the VIRTUS training you would like to attend.
 - a. Volunteers may choose Online training in English or Spanish, or choose from any upcoming live training.
 - b. Educators and Employees will need to pick from the available live Protecting God's Children for Adults sessions.
 - Confirm the session you chose is correct by clicking OK. Your registration is complete at this time, or you can change or remove the training you chose. If you do not want to change your session choice, log out now.
 - Those who chose the online training will then log back into their VIRTUS account with the username and password they just set up.
 - Click on Protecting God's Children Online Awareness Session 4.0 to begin the online training process.
 - Online training consists of 13 Lessons and does not need to be completed in one sitting.
 - If for any reason, you need to log out before completing the online training, the Virtus system will start at your first incomplete lesson.
 - Those who chose the live training, you will receive an email confirming the session you've signed up for.
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QUESTIONS

If you have questions at anytime please contact:

Director of Safe Environment | Diocese of Grand Rapids

Christine Castano

616-475-1246 | ccastano@grdiocese.org