

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 888-847-8870 to recover your login information. Thank you!



DIocese OF GRAND RAPIDS

Please create a user id and password that you will use to access your account
 Common names like Mary and John are not good choices as they are most likely already in use.
 Common abbreviations like "jimmy" and "topper" are also likely to already be in use.
 We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:
 Create a Password:
 Continue

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. First and last names are ok. Your user id must be at least 4 characters long. Your password must be at least 8 characters long.
[CONTACT US ABOUT ANY OTHER ISSUES](#)

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.

Salutation: Please select - ▾

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix: Please select if applicable - ▾

Email: No email

Home Address:

Home Address Cont'd:

City:

State: Please select - ▾

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: Why?

Gender: Please select - ▾

Race/Ethnicity: Please select - ▾

List any additional names (maiden, married or aliases)		
	first name	last name
Name 1	<input type="text"/>	<input type="text"/>
Name 2	<input type="text"/>	<input type="text"/>
Name 3	<input type="text"/>	<input type="text"/>

Continue

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

Registration Instructions

Diocese of Grand Rapids

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 of Grand Rapids 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

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

[Continue](#)

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?

[YES](#) [NO](#)

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
 - Where: St. Mary Magdalen Parish (Kentwood)
1283 52ND ST SE
 - When: Monday, February 10, 2020
6:00 PM
 - Estimated length of: 3 hrs
 - REASONS: 50 of 50
 - Seats remaining: 50 of 50
 - Language: This session will be conducted in English
 - Notes: **ONCE THE PRESENTATION BEGINS NO ONE WILL BE ALLOWED TO ENTER. PLEASE ARRIVE A LITTLE EARLY. THERE IS A BRIEF SIGN-IN PROCEDURE**
 - Wheelchair accessible: Yes

Registration Instructions

Diocese of Grand Rapids

Please review, and then click on **I entered my FULL, LEGAL name - Begin Background Check** on the screen to be directed to the Selection.com background check secure website, **FASTRAX®**.

Within the secure website of **FASTRAX®**, please click on **Enter Background Check Info** to proceed.

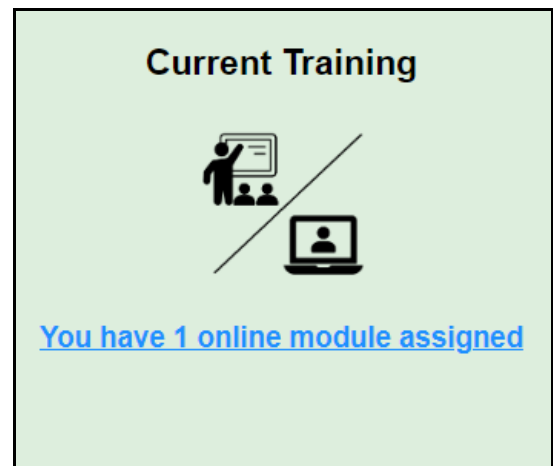
Please complete the following steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

To contact the background check provider with any issues within **FASTRAX**, please contact the Selection.com helpdesk at 800-325-3609.



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.



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!

Online Training Modules

To begin your online training, please click the title of your assigned training:

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Protecting God's Children® Online Awareness Session 4.0
 Assigned: 03/27/2023
 Due: 04/10/2023