

VIRTUS “PROTECTING GOD’S CHILDREN” TRAINING

1. Go to www.virtusonline.org
2. On the left-side of the screen, click the green button that reads “First-Time Registrant”.

The screenshot shows the Virtus Online website interface. At the top, there is a navigation bar with links for Home, About Us, Services / Programs, Resources, Reporting Child Abuse, Contact Information, and Help / FAQs. Below the navigation bar, there is a login section on the left with fields for User ID and Password, a Sign In button, and a green button labeled "FIRST-TIME REGISTRANT". To the right of the login section is a video player titled "VIRTUS Overview" with a play button. Further right, there is a list of services: "VIRTUS® Online Training / Tracking Platform", "Protecting God's Children® for Adults", "Teaching Safety - Empowering God's Children™", "Protecting All Children™ for Adults", and "Pathways™ for Religious Orders". At the bottom, there is a section titled "What To Do When You're Overwhelmed" with a small image and text, and a survey question "What is Your Opinion? How often do you feel overwhelmed?" with a radio button for "Never".

3. Click “Begin the Registration Process”.
4. Select “Grand Rapids, MI (Diocese)” from the list of organizations.
5. Select “No”.
6. Create a User Id & Password. We recommend using your email for the User ID. Note: the password must be 8 characters long.
7. Fill out personal information.

8. Select “St. Patrick-St. Anthony Parish (Grand Haven)” and click volunteer. It would be helpful if you list the specific ministries that you’re involved in in the text box towards the bottom.

Volunteer
Non-salaried person who is assisted the diocese, parish, school, faith formation, pastoral ministry, youth ministry, other agencies/affiliates; such as catechists, youth ministers, coaches, councilor, Altar Server, Chaperone, Liturgy of the Word, Classroom Aide, Catechist, Crossing Guard, Driver, Finance Council, Pastoral Council, Library Aide, Lunch/Playground Aide, Nursery, Religious Education Committee, School Board, Usher, VBS. (Not Required Online Training)

Priest
Any religious order or diocesan priest in active or supply ministry (including retired priests who continue to celebrate the occasional Mass, Wedding, Baptism, ect..) Bishops, Priests, Retired Priests, Pastors, Chaplain (Ordained). Required Online Training.

Deacon
Any religious order or Deacon in active or supply ministry, (who continue to celebrate the occasional Mass, Wedding, Baptism, etc... (Required Online Continuing Training)

Candidate for ordination
Candidate becoming Priest, Deacon

Educator
Salaried Teachers, Principals, Assistant Principals work in diocesan and parish schools. (Not Catechist). (Required Online Training)

Substitute Educator

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

9. For the next step, click yes or no depending on your volunteer status.
10. Next you will be prompted to read the “Ministerial Standards of Behavior in Dealing with children & young people”. You must check the box, as well as type your name and the date in the text boxes at the bottom of the page.
11. On the next page, you will authorize a background check in the same way by clicking the box, and adding the information into the text boxes.
12. Answer the questions about your residence status.
13. Answer the question about “Virtus training”. If no sessions are available, it’s alright. You will be able to select an online training session, when you login for the first time from the www.virtusonline.org website.