

# Registration Instructions Archdiocese of Detroit

**Before** completing **Protecting God's Children 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=15163](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=15163)

Or, please register by going to [www.virtus.org](http://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 usernames.

**Please note:** In light of the current health concern, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online.

This is a temporary precaution as we will continue online training through July 31, 2021.

Click **Continue** to proceed.

If you already have a VIRTUS Account, please contact the Helpdesk at [helpdesk@virtus.org](mailto:helpdesk@virtus.org) or 888-847-8870 to recover your login information. Thank you!

In light of the current health concern, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online.

This is a temporary precaution as we will continue online training through July 31, 2021.

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 'jimbj' and 'jimpnes' 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:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 8 characters long.

**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, and Phone Number.

**(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](http://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](mailto:noaddress@virtus.org).

Please provide the information requested below.

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

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:

Home Address:

Home Address Confid:

City:

State:  Select --

ZIP:

Daytime Phone:

Ext:

Evening Phone:

**Select** the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

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 --

**Select** the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese – i.e. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click **Continue** to proceed.

Please select the primary location where you **work** or **volunteer**.

Location:  Academy of the Sacred Heart Elementary School (Bloomfield Hills)

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

Candidate for ordination  
Includes seminarians and candidates for the permanent diaconate

Deacon  
Any liturgical order or diocesan deacon in active or supply ministry (including "retiree" deacons who continue to celebrate Mass)

Educator  
School Teachers, Administrators/Principals in diocesan and parish schools

Employee (Diocesan)  
Diocesan Center Service Employee

Employee (Parish/School)  
Paid personnel who are employed by and work directly for the parish

Priest  
Any liturgical order or diocesan priest in active or supply ministry (including "retiree" priests who continue to celebrate Mass)

Volunteer  
Non-paid persons who assist the diocese (including parishes and schools) such as catechists, youth ministers, CYO coaches, parents, etc.

Please select any additional roles you perform at this location

Parent

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:

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Your selected location(s) are displayed on the screen.  
 Select **YES**, if you need to add secondary/additional locations.  
 (Follow instructions in previous step to select additional locations.)  
 Otherwise, if your list of locations is complete, select **NO**.

**You have chosen following locations and roles:**

Academy of the Sacred Heart Elementary School (Bloomfield Hills)  
 • Volunteer ✓

**Are you associated with any other locations?**

Yes No

Please answer the questions presented.  
 Click **Continue** to proceed.

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 and/or 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

If you have **not** attended a **VIRTUS Protecting God's Children** session, choose **NO**.  
 Otherwise, choose **YES** and the system will present a list of past **classroom sessions** to select from and please choose the session you previously attended.

**Have you already attended a VIRTUS Protecting God's Children Session?**

YES NO

Select the Protecting God's Children classroom session or online training.  
 Click **Complete Registration** to proceed.

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. Joseph Parish (Trenton)  
 When: Saturday, August 22, 2020  
 9:00 AM  
 Estimated length of session: 3 hrs  
 Spaces remaining: 31 of 50  
 Language: This session will be conducted in English  
 Notes: 2675 Third Street Trenton, MI 48183 Workshop will be held in the Gym located in the Activity Center. The be 18 years or older to attend.  
 Wheelchair accessible: Yes

If you selected online training, please click on the **green circle** to begin the **Protecting God's Children 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 Courses**

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

**Protecting God's Children® Online Awareness Session 3.0**  
 Assigned: 06/02/2020  
 Due: 06/16/2020

If you have additional questions regarding the VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you!

