

Registration Instructions Diocese of Green Bay

Before completing **Protecting God's Children** training online, 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=17045

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 usernames.

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!

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 used fairly often in our system. Common surnames like Smith and Johnson are also likely to already be in use. We suggest using your full name (last, first, and middle) 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 6 characters long. Your password must be at least 6 characters long.

[Important note about selecting passwords](#)

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 Code, Primary Phone Number, Date of Birth and any Additional Names.

(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, you can obtain a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you.

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:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Confid:

City:

State:

ZIP/Postal Code:

Primary Phone:

Date of Birth:

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"/>	

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).

Please select the primary location where you work or volunteer.

Location:

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:

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

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

Educator
Teachers, Substitute Teachers, Principals, Administrators, School Counselors, etc. in the Diocesan Catholic Schools. It does NOT include teacher aides, school support staff, etc. or Religious Education Catechist.

Employee
For purposes of the Charter an employee is considered anyone receiving a W2 or 1099 wage from the parish or school regardless of the hours worked or the interaction with children or individuals at risk.

Volunteer
Volunteers (not compensated) including religious education catechists, participants in various ministerial roles in the Diocese of Green Bay; schools, parishes or other locations that are under the auspice of the Bishop of the Diocese of Green Bay.

Priest
Those ordained to the Priesthood.

Deacon
Those ordained as a Deacon in the Diocese of Green Bay.

Candidate for ordination
This user is accepted in the Seminarian program, Kairos Discernment year or is a Candidate for the Permanent Diaconate.

Please select any additional roles you perform at this location

Global Outreach
Users are host parents/families for international students attending a Diocesan Catholic School.

Seminarian
Those individuals enrolled in the Seminarian program.

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:

Registration Instructions Diocese of Green Bay

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:

All Saints Parish (Denmark)

• Volunteer ✓

Are you associated with any other locations?

Yes

No

Please answer the questions presented.

Click **Continue** to proceed.

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

Continue

For EMPLOYEES:

Please provide an electronic acknowledgement to confirm you have received the document ***Our Promise to Protect***.

Click on **Continue**.

Diocese of Green Bay, WI
Promise to Protect

“Our Promise to Protect”

Diocese of Green Bay

Problems viewing PDF? [Download](#)

I have downloaded, read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

Continue

Registration Instructions Diocese of Green Bay

For VOLUNTEERS:

Please provide an electronic acknowledgement to confirm you have received the document **Diocesan Code of Pastoral Conduct**.

Click on **Continue**.

The screenshot shows a web browser displaying the 'Diocese of Green Bay, WI' website. The main content is the 'Diocesan Code of Pastoral Conduct' document, which is presented in a two-page view (pages 1 and 2). Below the document, there is a checkbox for acknowledgment:
 By signing this page, I acknowledge that I have received and thoroughly read the Protection of Children and Young People Policy for the Diocese. I formally pledge to adhere to and conduct myself and my ministerial responsibilities according to all the standards contained herein. I accept responsibility for compliance with these policies as stated herein and the responsibility to refer any questions to my immediate superior or the Diocesan Protection of Children Office for further clarification. I further understand that the Diocese reserves the right to change, modify, and/or revise any of the policies contained herein at any time.
 Below this is a 'Please provide an electronic acknowledgement to confirm you have received the document above.' section with input fields for 'Full Name (first, middle and last)' (example: John D. Smith), 'Today's Date' (format: mm/dd/yyyy), and a 'Continue' button.

If presented with the reference screens, **please** provide references (volunteers will need to supply three references, and employees will need to supply five references) for individuals you have known for at least one year who could recommend you for service with children and/or youth. Do not list relatives. Please include the email address whenever possible.

List below individuals you have known for at least one year who could recommend you for service with children and/or youth. Do not list relatives.

Reference 1 of 3

First: _____
 Last: _____
 Email: _____
 Phone 1: _____ Type: [Select ->]
 Phone 2: _____ Type: [Select ->]
 Address: _____
 Address 2: _____
 City: _____
 State: _____
 Zip: _____
 Relationship: _____
 Years Known: _____
 Save

Please answer yes or no to the following questions:

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

Yes
 No

Have you ever been convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?

Have you ever been convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?

Yes
 No

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

Yes
 No

Click on **Continue**

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?

All who register are required to submit a background check.

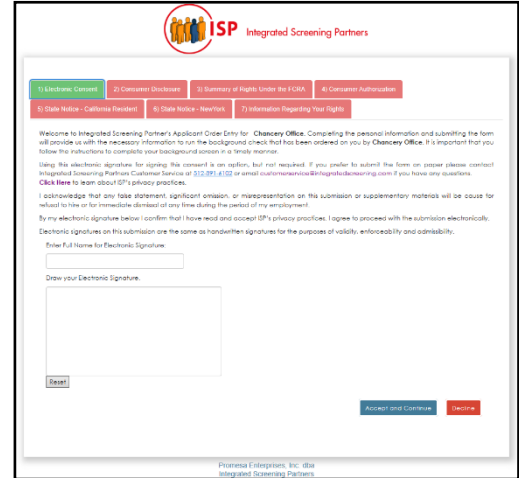
Please click on the screen 'You must click here to complete your background check with 'Integrated Screening Partners' to be led to their secure website to submit your background check.

Please complete the needed sections to submit the background check.

If you have any difficulties once you have entered Integrated Screening Partners (ISP), please call the ISP helpdesk at 800-474-4420 or email at custservice@integratedscreening.com.

**** You MUST click here to complete your background check with Integrated Screening Partners ****

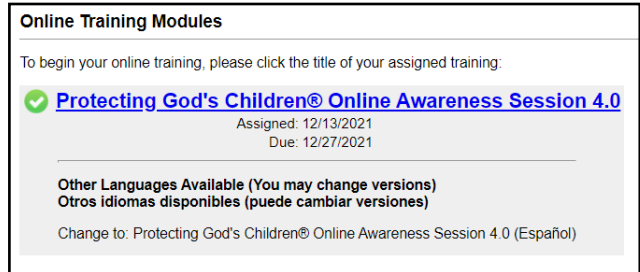
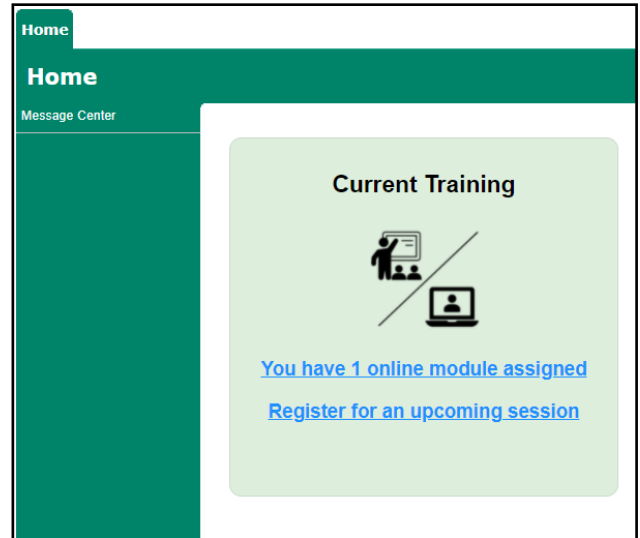
Thank you for registering with VIRTUS Online - Your registration is not complete until you submit your background check.
 Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.
 After you attend your session, your account request will be reviewed by your Coordinator. You will be notified via email when your VIRTUS Online account is activated.



To access the online training, please click on **You have 1 online module assigned**.

If you chose online training, please click 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. **Thank you!**

