

Before completing **Protecting God's Children Training**, all participants **please** 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

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.

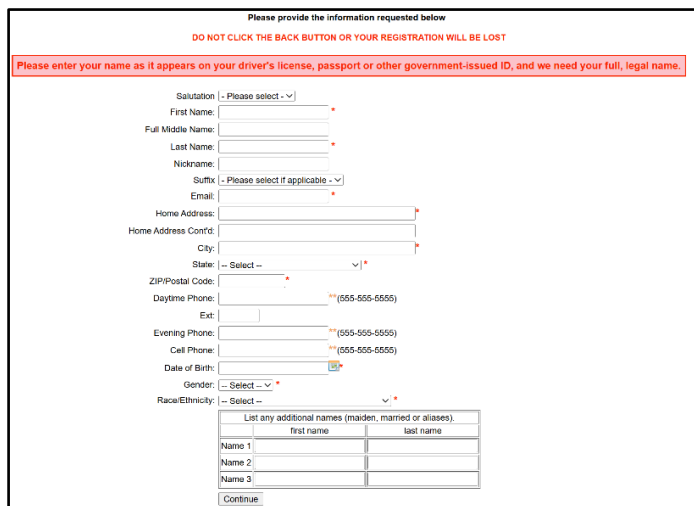
Click **Continue** to proceed.



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, Race/Ethnicity, and any additional names.

(Note: Do not click the back button or your registration will be lost.)

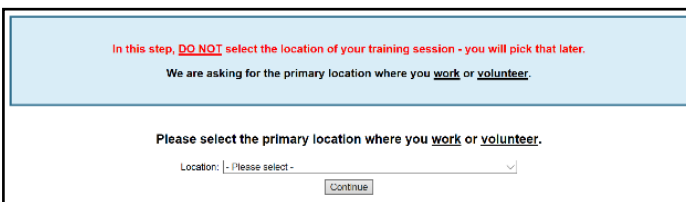
Click **Continue** to proceed.



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).)



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 Archdiocese.

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

- ☐ Independent Contractor
- ☐ Employee
Paid personnel who are employed by and work directly for the parish, including stipend individuals.
- ☐ Volunteer - Serve more than 3 times within the year
Non-paid persons who assist the diocese (including parishes and schools) such as catechists, youth ministers, CYO coaches, parents, etc.
- ☐ Volunteer - Serve 3 or fewer times within the year
- ☐ Priest
Any religious order or diocesan priest in active or supply ministry (including "retired" priests who continue to celebrate mass)
- ☐ Deacon
Any religious order or diocesan deacon in active or supply ministry (including "retired" deacons who continue to celebrate mass)
- ☐ Candidate for ordination
Includes seminarians and candidates for the permanent diaconate

BEFORE SELECTING EDUCATOR

Read the description below

DO NOT select Educator if you do not meet the description

If you select Educator and do not meet the description, it will delay your registration and may result in unnecessary charges to your parish or school

- ☐ Educator
Salaried Teachers, Administrators/Principals in diocesan and parish schools

Please select any additional roles you perform at this location

- ☐ CYO / Elementary School Coach
- ☐ CYO/ High School Athletic Coach
- ☐ Catechist
- ☐ Lunchroom/Playground Volunteer
- ☐ Principal/Assistant Principal
- ☐ Shared Time Teacher
- ☐ Tutor
- ☐ Vacation Bible School

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

Title or Position of Service:

[Continue](#)

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 (Bloomfield Hills)

- Volunteer - Serve more than 3 times within the year ✓

Are you associated with any other locations?

[Yes](#)

[No](#)

Registration Instructions Archdiocese of Detroit

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

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- ☐ Yes
☐ No

[Continue](#)

Please review the Code of Conduct and electronically acknowledge the document by clicking on the box and electronically sign and date.

Click **Continue** to proceed.

Archdiocese of Detroit, MI

Code of Conduct

1 of 4

Volunteer Code of Conduct

The Archdiocese of Detroit expresses its utmost gratitude to all volunteers. "Volunteering is a grace from God," Pope Francis stated, urging volunteers to "please accept it with strength." The Pope further added that "volunteers are the strength of the Church" as they are "a dimension of the Church's mission because you go there with your volunteering and maintain so many actions of the Church." Bringing his message to a close, the Pope expressed his gratitude to the volunteers for their generosity – the generosity that every volunteer has.

- Volunteers are expected to read, understand and comply with archdiocesan policies and procedures addressing the protection of children and youth including but not limited to those requiring the immediate reporting of all concerns about suspicious inappropriate behavior (whether physical, emotional, psychological or sexual) and boundary violations to their pastor, principal, Episcopal Vicar for Child and Youth Protection (866) 343-8055.
- I will maintain a professional role and be mindful of the trust and power I possess.
- I will not engage in any form of inappropriate conduct with a minor or a vulnerable adult, regardless of who initiates such conduct. Any violation of Code of Conduct will result in consequences up to and including dismissal or withdrawal from volunteer work.
 - For purposes of these Standards of Behavior, "minor" is any person under the age of 18.
 - "Vulnerable adult" is any adult in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.
- To achieve this, I WILL NOT:
 - Have a personal relationship with any minor or vulnerable adult with whom I also have a relationship through my volunteer service, even if the minor or vulnerable

Problems viewing PDF? [Download](#)

☐ I hereby represent that 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](#)

Please answer the question: *Have you resided in the State of Michigan for the last 7 consecutive years?* Then click on the box, electronically sign and date.

Click **Continue** to proceed.

Have you resided in the State of Michigan for the last 7 consecutive years?

- ☐ Yes
☐ No

☐ I declare that the statements on this form are true and correct

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

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

[Continue](#)

Please review the Background Check Authorization and electronically sign.

Click **Continue** to proceed.

An option will be presented to download the signed copy.

Click **Continue** to proceed.

Archdiocese of Detroit, MI

Background Check Authorization Signature



**ARCHDIOCESE OF
DETROIT**

As a religious organization, the safety of children, vulnerable adults, employees, independent contractors, volunteers, parishioners, and the people we serve is paramount. Therefore, criminal history background checks must be conducted on all Archdiocese of Detroit Central Services, parish, and school employees, contractors, and volunteers.

In conducting background checks, we will comply with all state requirements, and the federal Fair Credit Reporting Act (FCRA).

Please Note:

- According to the FCRA, we must have your written authorization to conduct a background check. Please give your authorization by completing and signing the *Background Check Authorization Form* we provide.
- If you do not sign the form and provide all required information, we will not be able to conduct the background check, and we will not be able to place or retain you in a volunteer or employment position.

Be Assured:

- Your information will be held and processed in accordance with strict standards of confidentiality. We will do everything possible to prevent identity theft and protect your privacy.
- The information you provide will be used only for legitimate employment or volunteer placement purposes and will not be sold or distributed for other reasons.
- If we find any records or references that might influence a decision to not place or retain you, you will receive all proper notices as required by the FCRA. You will also be able to obtain a copy of the record or other documentation we receive and contact information for the reporting agency that provided the report. You will have an opportunity to correct any inaccuracies or discrepancies in the report.
- You may request a copy of the *Summary of Your Rights Under the Fair Credit Reporting Act*, prepared by the U.S. Federal Trade Commission, from your background checks administrator. You will receive a copy of the summary of rights if we notify you that we have found a negative report that might cause us to not place or retain you.

Thank you for your cooperation in this important program that will help ensure the safety of those we are committed to protect and promote greater trust and confidence in our ministries and programs among parents, caretakers, and all others we strive to serve.

OCYP 08_25

Archdiocesan Criminal Background Check Authorization Form

Entity Name: Academy of the Sacred Heart

As a religious organization, the safety of children, vulnerable adults, employees, independent contractors, volunteers, parishioners, and the people we serve is paramount. Therefore, criminal history background checks must be conducted on all Archdiocese of Detroit Central Services, parish, and school employees, contractors, and volunteers.

Please complete this form and return it to the designated administrator for criminal background checks at the above named entity.

Sign Here

Download a signed copy for your records

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?

Select a Protecting God's Children classroom/webinar session.

Click **Complete Registration** to proceed.

Please select the session you wish to attend

☐ **Protecting God's Children for Adults**

Where: St. Hubert Parish (Harrison Twp.)
When: Saturday, November 8, 2025
 9:00 AM
Estimated length of session: 3 hrs
Spaces remaining: 22 of 100
Language: This session will be conducted in English
Notes: Registration and a light meal will begin at 8:15 a.m. The workshop will be held in the Activity Center and will start promptly at 9:00 a.m. No late arrivals are permitted. You must be 18 or older to attend.
Wheelchair accessible: Yes

☐ **Protegiendo a los Niños de Dios**

Where: St. Juan Diego Parish (Detroit)
When: Saturday, November 8, 2025
 9:00 AM
Estimated length of session: 3 hrs
Spaces remaining: 67 of 100
Language: This session will be conducted in Spanish
Notes: Ubicación: St. Juan Diego Parish (St. Christopher Campus) Leahy Hall 7800 Woodmont Detroit, MI 48228 La inscripción y la comida ligera comenzarán a las 8:00 a.m. El taller comenzará puntualmente a las 9:00 a.m. No se permiten llegadas tardías. Debes tener 18 años o más para asistir.

The **Current Training** box will provide access to your registered session with the ability to change the session, if needed.

Current Training



You have no modules assigned

[You are registered for a session](#)

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

Thank you!