



St. Mary School Virtus Training Guide

Parents are welcome at St. Mary School. Parents are asked to share their time and talents with students and staff of St. Mary School by helping as room mother/fathers, as a Parent Club representative, holiday parties, classroom aides, and other areas. All parents who wish to volunteer or chaperone at school must have an ICHAT/ background check completed by school administration and must have completed Protecting God's Children training through [Virtus Online](#).

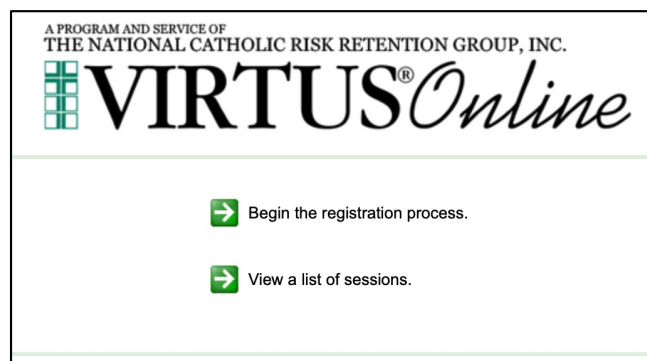


[Click here](#) or scan the QR code to reach the Virtus Online website.

1.
Select "First-Time Registrant" on the left side of the page



2.
Select "Begin the registration process."



3.
Choose "Lansing, MI (Diocese)" from the drop down menu





4.
Answer the question
prompts & create a
username/password

Have you previously registered with VIRTUS Online?

Yes No

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 "jsmith" and "mjones" 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. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 8 characters long.

5.
Complete with your
information

Salutation

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix

Email: No email ☐

Home Address:

Home Address Cont'd:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening 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"/>

Continue

6.
Select "St. Mary
Parish/School
(Charlotte)" from
the drop down menu

Please select the primary location where you work or volunteer.

Location:

7.
Check the box that says
"Volunteer" and fill in your title
(parent, grandparent, etc.) at
the bottom of the screen



8. Answer the question prompts

9. Acknowledge the Catholic Diocese Code of Conduct for Clergy, Employees, and Volunteers

10. Answer the question prompts

If you select “no” to
having attended a
session, select the
online training option
and complete
registration

You have chosen following locations and roles:

St. Mary Parish/School (Charlotte)

• Volunteer ✓

Are you associated with any other locations?

Yes

No

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 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

CATHOLIC DIOCESE OF LANSING

CODE OF CONDUCT FOR CLERGY, EMPLOYEES, AND VOLUNTEERS

CATHOLIC DIOCESE OF LANSING

CODE OF CONDUCT FOR CLERGY (INCLUDING BISHOPS), EMPLOYEES AND VOLUNTEERS

1. In my personal and professional life, I am committed to growing in virtue and holiness and I will exemplify the moral teachings of the Catholic Church. I will not teach, advocate, model, or in any way encourage beliefs or behaviors that are contrary to the teaching of the Catholic Church.
2. I will treat with respect, courtesy and charity each person who comes to a parish, school or agency of the Diocese of Lansing for any reason. I will take reasonable steps to protect the physical and emotional safety of all such persons. I will not abuse the authority granted to me by my assigned position.
3. In serving the young, I will exercise sound judgment at all times. I will be particularly sensitive to any actual or perceived risk of sexual impropriety; any physical contact with a person under the age of eighteen will be limited, appropriate, non-sexual and public.
4. Both in person and through all communication media, including social media, I will maintain appropriate relationship boundaries with clergy, religious, volunteers, parents, students, parishioners, clients and all other persons with whom I work or serve.
5. I understand that sexual harassment, sexual contact, or other improper physical contact (for explanation of these terms, see Section II of Employee Handbook) are absolutely forbidden in any parish or school or other agency of the Diocese of Lansing; physical contact with any person must always be limited, appropriate, nonsexual and public.
6. I will not distribute, send, knowingly receive, or possess pornographic images of adults or children.
7. I understand that the financial resources of the diocese, parish, school, or other agency within the diocese belong to the respective agency and may only be used for the purposes of that agency. I will not misuse, divert, or

Yes, I understand

Have you lived in Michigan for at least 10 consecutive years?

☐ Yes

☐ No

Are you associated with Catholic Charities?

☐ Yes

☐ No

Continue

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

YES

NO

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)

Complete Registration



You will receive an email confirming your account registration. To complete the training, return to [Virtus Online](#) and log in using the credentials you created in step 4.

Click the link below
“Current Training”
and complete your
Protecting God’s
Children Online
Awareness Session.

Current Training



[You have 1 online module assigned](#)