

Instructions for Registering for an On-line VIRTUS module

- Go to www.virtus.org
- On green left side bar, click Registration
- Select Marquette, MI (Diocese) in the drop down box
- Select a user name and password
- Fill in the fields with your information
- Select your parish or school where you volunteer/work
- Select yes or no based on your volunteerism/employment
- Select all the boxes that apply then type in the *Title or Diocesan Function* box what corresponds to your position
- Select the appropriate answers to the questions regarding minors
- DO NOT SELECT A TRAINING SESSION. Scroll to the bottom of the page and click “Complete Registration”
- Click “No” when asked if you want to register for a session
- You are now in the system. Contact Greg Gostomski at ggostomski@dioceseofmarquette.org and give him your name and that you need to be assigned an on-line training session.

Instructions for Registering for a Background Check

The Diocese of Marquette requires volunteers who work with children or who have an opportunity to observe someone working with children, and all employees to complete a background check.

To complete a background check, go to www.dioceseofmarquette.org click *Protecting Children* on the header bar and then select *Criminal Background Check Application*.

Follow the link for: **First time users**
Enter your primary ministry site and the access code:

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Follow the prompts, as there are multiple forms to complete.