

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=37624

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!

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, 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.

Please provide the information requested below
DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Enter your name as it appears on your driver's license, passport or other government-issued ID. We need your full, legal name

Salutation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email: No email

Home Address:

Home Address Cont'd:

City:

State:

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).

Please select the primary location where you work or volunteer.

Location:

Your selected location(s) are displayed on the screen.

Please select from the role/description that applies to your position.

Additionally, enter your title in the box provided that best describes your role within your location.

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

Candidate for ordination

Deacon

Educator

Employee

Priest

Volunteer

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:

If you are associated with any other locations, please select **yes**.

Select **no** if you **no** additional locations.

You have chosen following locations and roles:

Jesuit Volunteer Corps

- Employee ✓

Are you associated with any other locations?

Please answer the question and then click on **Continue**.

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

- Yes
- No

Continue

Please review the following and respond:

➤ **JVC Child and Vulnerable Adult Protection Policy**

To proceed, please **Confirm** by checking the box on the screen: "I acknowledge that I have received and read the Jesuit Volunteer Corps Child and Vulnerable Adult Protection Policy (the 'Policy') and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the Policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the Policy. I acknowledge that I will be alerted when changes and updates are made to the Policy and will be responsible for reading and complying with these updates."

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.

Click **Continue** to proceed.

Jesuit Volunteer Corps
JVC Child and Vulnerable Adult Protection Policy

JVC
JESUIT VOLUNTEER CORPS

JVC Child and Vulnerable Adult Protection Policy

Introduction
JVC Staff and Volunteers encounter children and young adults on a range of programs and services. Therefore, we have a responsibility to promote the wellbeing and safety of all people with whom we come into contact. JVC believes that it is always unacceptable for a person to experience abuse of any kind. We are committed to a practice that protects children and vulnerable adults from harm and recognizes our duty to ensure that appropriate action is taken when a child or vulnerable adult is experiencing harm or at risk of harm.

JVC has a responsibility to make provisions for children, young people and vulnerable adults, and must ensure that:

- the welfare of the child, young person or vulnerable adult is paramount;
- all children and vulnerable adults, whatever their age, culture, ethnicity, gender identity, language, racial origin, religious beliefs and/or sexual orientation have the right to protection from abuse;
- the rights, wishes and feelings of children, young people and vulnerable adults, and their families are respected and listened to;
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

The JVC Child and Vulnerable Adult Protection Policy aims to ensure that the actions of any Staff or Volunteer are transparent and safeguard and promote the welfare of all children and vulnerable adults in the communities in which JVC serves. The Policy provides guidance on appropriate standards, including including any changes and updates are made to the Policy and will be responsible for reading and complying with these updates.

Problems viewing PDF? [Download](#)

I acknowledge that I have received and read the Jesuit Volunteer Corps Child and Vulnerable Adult Protection Policy (the 'Policy') and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the Policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the Policy. I acknowledge that I will be alerted when changes and updates are made to the Policy and will be responsible for reading and complying with these updates.

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 review the following and respond:

➤ **JVC Consensual Relationships Policy**

To proceed, please **Confirm** by checking the box on the screen: "I acknowledge that I have received and read the Jesuit Volunteer Corps Consensual Relationship Policy (the 'Policy') and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the Policy. I also understand how to report incidents of consensual relationships as set forth in the Policy. I acknowledge that I will be alerted when changes and updates are made to the Policy and will be responsible for reading and complying with these updates."

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.

Click **Continue** to proceed.

Jesuit Volunteer Corps
Consensual Relationships Policy

JVC
JESUIT VOLUNTEER CORPS

Consensual Relationships Policy

JVC realizes that developing personal relationships is something that can and does happen. What employees and/or volunteers do on their own time away from work is private, unless it negatively impacts their performance in the workplace or in their JVC community. While the JVC does not wish to get in each other's way, it strongly discourages them and has established some guidelines for such relationships.

Consensual intimate, romantic, and/or sexual relationships between a volunteer and a supervisory authority, other volunteers, or employees of the Placement Site may compromise the ability of the JVC and the placement site to enforce the sexual harassment portion of the Anti-Harassment policy. JVC and/or the Placement Site will not consider any such relationships and may take appropriate action. This may include, but is not limited to, a change in the individual's responsibilities, or transfer of program location to decrease or eliminate the supervisory relationship and/or workplace contact that may exist. JVC encourages all personal relationships between volunteers, JVC employees, or Placement Site employees to be reported to the Director of Programs and the Placement Site. Employees and volunteers are reminded that they must adhere to JVC's Anti-Harassment and Discrimination policy, that outlines some of the unacceptable behaviors.

Harassment and Discrimination Complaint Procedure
The first and most important thing an employee or a volunteer must do is speak up, if the Placement Site and/or JVC is not aware of the situation. It cannot help to remain silent. Any form of retaliation against an employee or volunteer who reports harassment, discrimination, or cooperates in an investigation is strictly prohibited.

Problems viewing PDF? [Download](#)

I acknowledge that I have received and read the Jesuit Volunteer Corps Consensual Relationship Policy (the 'Policy') and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the Policy. I also understand how to report incidents of consensual relationships as set forth in the Policy. I acknowledge that I will be alerted when changes and updates are made to the Policy and will be responsible for reading and complying with these updates.

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

Click on the **green circle** to begin the **Online Training Courses**.

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 or helpdesk@virtus.org. Thank you!

Online Training Courses

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

- Anti-Harassment Online Training Module 2.0**
Assigned: 02/07/2020
Due: 02/21/2020
- Protecting God's Children® Online Maltreatment Awareness Session 3.2**
Assigned: 02/07/2020
Due: 02/21/2020