

SAFE ENVIRONMENT TRAINING

Account Set-Up Instructions

- Go to **VIRTUS.ORG**
- On the left side of the screen select **FIRST TIME REGISTRANT**
- Select **Begin the Registration Process.**
- In the drop-down box, select **Diocese of Marquette.**
- Fill in a new **User ID & Password.**
- Fill in all fields with your information, including an active e-mail address.
- Select the parish or school where you volunteer or work.
- Complete the remaining questions on the following pages.
- When prompted to select a Training Session, choose **NO** unless you would like to register for, and attend one of our classroom sessions held in the fall.
- Once you select NO, your registration is complete. Please e-mail Martha at mtomasi@dioceseofmarquette.org so an online training module can be assigned to you.
- Completion of the VIRTUS Adult Awareness Training Session is required by all adult employees and volunteers in the Diocese of Marquette.
- Employees and Volunteers with immediate access to minors must complete the training prior to their first day of service.
- Those without immediate access, but are in a position to observe minors, must have the training completed within 30 days of their background check.

Questions can be directed to:

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