

## **Protecting God's Children Adult Awareness (VIRTUS) Registration Information**

**Protecting God's Children Adult Awareness (VIRTUS) training is required for all system employees, volunteers and applicants.**

If you are a member of ACES Xavier Educational System in Appleton, WI, and have a question regarding VIRTUS please contact Dorothy Walsh at 920-733-3709 or [dwalsh@acesys.org](mailto:dwalsh@acesys.org)

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### **Employees: Pre-Registration for VIRTUS Adult Awareness Session:**

1. To register for a training session, log onto [www.gbdioc.org](http://www.gbdioc.org) and click on the red icon located on the right side bar labeled *Employment*.
2. Under Employment Applicants, click on *Register at VIRTUS Online*.
3. On the left-hand side bar click on *Registration*.
4. Select *Green Bay, WI (Diocese)*.
5. Create a User ID and a Password.
6. Fill out the requested registration information.
7. Select the primary location where you work.
8. Select the roles that you play within your diocese.
9. Fill out the questionnaire.
10. To select a training session go to [www.virtus.org](http://www.virtus.org) and click on Registration and follow the directions on the screen.
11. Log out when you are finished.

### **Volunteers: Pre-Registration for VIRTUS Adult Awareness Session:**

1. To register for a training session, log onto [www.gbdioc.org](http://www.gbdioc.org) and click on the blue icon on the right side bar labeled *Volunteerism*.
2. Under Volunteer Applicants, click on *Register at eApps Online and VIRTUS*.
3. If you need to create a new User ID and Password you will be directed to the New User Registration screen. The first drop down box selects your primary volunteer location. You may use the access code: ***gbdioc04***.
4. Fill out the requested registration information.
5. Select the primary location where you work, are seeking employment, volunteer, or worship.
6. Select the roles that you play within your diocese.
7. Fill out the questionnaire.
8. To select a training session go to [www.virtus.org](http://www.virtus.org) and click on Registration and follow the directions on the screen.
9. Log out when you are finished.

**Applicants: Registration for eApps background check:**

1. Log onto [www.gbdioc.org](http://www.gbdioc.org) and click on the blue icon on the right side bar labeled *Employment*.
2. Click on *Register at eApps Online*.
3. If you need to create a new User ID and Password you will be directed to the New User Registration screen. The first drop down box selects ACES/Xavier Educational System. You may use the access code: ***gbdioc04***.
4. Fill out the requested registration information and check the pre-employment circle.
5. Select the location where you are seeking employment.
6. Select the roles that you play within your diocese.
7. Fill out the questionnaire.
8. Log out when you are finished.