Archdiocese of Seattle

Guide to Creating a VIRTUS Profile for Safe Environment Requirements for All Employees, and those Volunteers <u>Who Have Contact</u> with Minors/Vulnerable Adults

The Archdiocese of Seattle uses the VIRTUS program along with the VIRTUS database to comply with the Safe Environment Program requirements. Upon hire or beginning volunteer work within the Archdiocese of Seattle, you will need to create a profile on VIRTUS *if you have not done so in the past*. Your profile allows you to submit a background check, sign off on the Safe Environment Personnel Policies and register for an initial training session called *Protecting God's Children for Adults.*

As defined in the Policy for the Prevention of & Response to Sexual Abuse, Sexual Misconduct & Sexual Harassment: The Archdiocese of Seattle requires all Church Personnel to take part in our Safe Environment Program. All new employees as well as those new volunteers working with minors or vulnerable adults must:

1. Successfully undergo a criminal background check **immediately upon hire or before beginning volunteer service**.   For those with an existing profile, the background check must be current, within the past three (3) years.
2. Complete the *Protecting God's Children for Adults* initial training **within 30 days** of beginning work or volunteer service. For those with an existing profile, training must be current, having completed initial or refresher training within the past three (3) years.
3. Read and sign the Archdiocesan Safe Environment policies **immediately upon hire or before beginning volunteer service**. For those with an existing profile, document sign-off must be complete. This is a one-time requirement.

If you have worked in the Archdiocese as a volunteer or employee in the past, please check with the Safe Environment Program coordinator at your location before creating a new profile. This ensures that your historical record is maintained and kept current. For questions or concerns, you may also contact the Archdiocesan Safe Environment Office at (206) 274-3188.

This guide will provide instructions for creating a VIRTUS profile. You must **finish all of the steps from Sections 1-5** to complete the registration process. **Red boxes** will outline the important parts of each image.

PLEASE TAKE EACH STEP SLOWLY and READ ALL INSTRUCTIONS CAREFULLY

SECTION 1:

Creating a Username and Password

These steps will help you complete the identification portion of your profile. **Make sure all the information you provide is accurate.**

1. Open your Internet browser.

2. Navigate to http://www.virtusonline.org.

3. Click "**First Time Registrant**" under the sign-in field found on the upper-left hand corner of the webpage (*see figure to right*).

4. Click "Begin the Registration Process."

5. On the dropdown menu, choose "Seattle, WA (Archdiocese)" and then click on the "Select" button to the right.

6. You will be asked if you have previously registered with Virtus Online. If you have been employed or volunteered in the Archdiocese in the past it is likely that you already have an account. STOP HERE and CONTACT your local SEP coordinator for further assistance.

7. If you have never created a Virtus profile before, click YES and proceed to the next step. *Note:* you should see the Archdiocese of Seattle's Coat of Arms on the next page.

8. Type in a user ID and password. Please record your user ID and password and store in a safe place. Continue to the next page.

9. Type your personal information into the required fields. Review for accuracy and then click the "Continue" button.
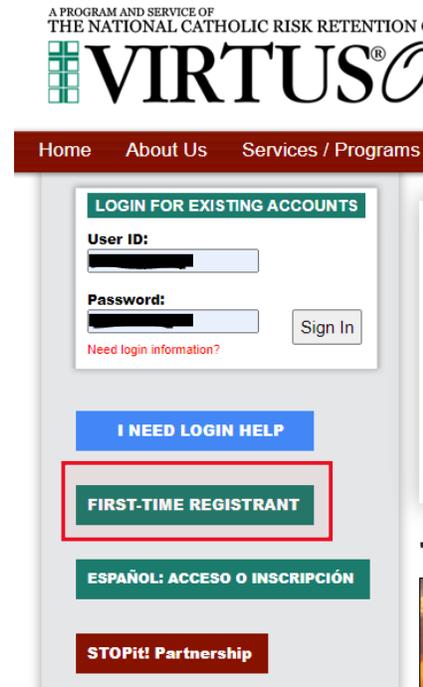
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→ Begin the registration process.

→ View a list of sessions.

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Please select your Archdiocese/Diocese/Religious Organization from the list below:

| - Select your organization -----------> | ⌄ | Select |

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Please select your Archdiocese/Diocese/Religious Organization from the list below:

| Seattle, WA (Archdiocese) | ⌄ | Select |

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VIRTUS®Online

Please DO NOT create a new Virtus Account if there is _any chance_ you created one in the past!!!

Have you previously registered with VIRTUS Online?

Yes   No

www.virtusonline.org says

If you have already registered and have forgotten your account information, please use the account recovery tools.

Please do not create a duplicate account.

OK

Have you previously registered with VIRTUS Online?

Yes   No

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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!

ARCHDIOCESE OF SEATTLE

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.

Important note about selecting passwords

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VIRTUS®*Online*

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation	- Please select - ⌄
First Name:	[_____] *
Full Middle Name:	[_____]
Last Name:	[_____] *
Nickname:	[_____]
Suffix	- Please select if applicable - ⌄
Email:	[_____] * [No email]
Home Address:	[_____] *
Home Address Cont'd:	[_____]
City:	[_____] *
State:	-- Select -- ⌄ *
ZIP/Postal Code:	[_____] *
Daytime Phone:	[_____] *
Ext:	[_____]
Evening Phone:	[_____] *
Date of Birth:	[_____] 🖩 * Why?

[Continue]

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SECTION 2:

Selecting a Primary Location and Role

After completing the identification portion of your profile, choose the primary location where you work or volunteer, as well as choose your primary role within the Archdiocese of Seattle.

10. Select your primary location where you will work or volunteer. If you are working or volunteering primarily in a school, please choose the school location and not the parish. **Please read the choices carefully – once selected they cannot be changed.**

11. Select the appropriate primary role you will perform at this location. **Please read the choices carefully – once selected they cannot be changed.** If you are employed as a teacher at a school, please choose "Educator" as that presumes you are an employee. All other parish/school employees choose "Employee (Parish/Parochial)".

12. Scroll to the bottom of the page and type in the particular title or description of your role, for example "Third Grade Teacher", "Faith Formation catechist", "Lector", "Communion to the Homebound", etc.

13. Click "Continue".

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VIRTUS®*Online*

In this step, DO NOT select the location of your training session - you will pick that later.
We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Location: [- Please select -]
[Continue]

Please select the primary location where you work or volunteer.

Location: [Chancery (Seattle)]

Please the primary role you perform at this location

○ **Educator**
Covenanted Teacher in an Archdiocesan School.

○ **Employee (Parish/Parochial)**
Employee (other than an Educator) working at an Archdiocesan Parish or School.

○ **Employee (Diocesan/Eparchial)**
Employee working at the Chancery or an agency of the Archdiocese.

○ **Volunteer**
Volunteer in an Archdiocesan Parish program other than Faith Formation or Youth Ministry.

○ **Parent Volunteer**
Parent Volunteer with a Child in an Archdiocesan School.

○ **Faith Formation/Youth Ministry Volunteer**
Volunteer catechist, teacher or assistant in an Archdiocesan Parish Faith Formation or Youth Ministry Program.

○ **Priest**

○ **Deacon**

○ **Seminarian**
A seminarian is a man who is discerning the Lord's call to the Roman Catholic priesthood.

○ **Candidate for ordination**

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: [_____]
[Continue]

SECTION 3:

Safe Environment Church Personnel Policies

After selecting your primary location and role and identifying additional locations and roles as applicable you will be directed to download, read and sign off on the Safe Environment personnel policies: *Code of Professional Conduct for Church Personnel; Policy for the Prevention of and Response to Sexual Abuse, Sexual Misconduct and Sexual Harassment;* and *Reporting Suspected Abuse or Neglect of Minors and Vulnerable Adults.*

14. Please download a copy of the policies so that you can refer to them in future as needed. These are important documents that outline and clarify the expectation of all Church Personnel.

15. You may read the three policies in full by scrolling down page by page. Once you have read the policies, check the box at the bottom and electronically sign that you have read the documents, which completes the Safe Environment Program Church Personnel Agreement form.

SECTION 4:

Registering for Initial Training Session

After reading the Personnel Policies and completing the Agreement form you will be directed to sign up for *Protecting God's Children for Adults* initial training. If you are creating a new Virtus profile we presume that you are in need of this foundation class.

16. Click "No" when asked if you have already attended a foundation class. The foundation class is only required initially. All subsequent training is done through online renewal modules.

Have you already attended a VIRTUS Protecting God's Children Session or a Called to Protect for Ministries class?

YES NO

17. Select a session from the list: **in-person sessions** are offered at parishes and schools around the Archdiocese. There is also an **online session** which may be competed in the privacy of your own home. You need only complete initial training one time, at either an in-person session or via online module. ***Please remember that initial training is required to be completed within 30 days of the start of work in the Archdiocese.***

18. **IMPORTANT:** If you have assigned yourself the *Online Awareness 4.0* session you will view the module from the privacy of your own home. You must finish creating your Virtus profile and then visit www.virtusonline.org and login as an existing user with the User Id and Password you created. Once on the Home page you will see a "Current Training" box on the dashboard. Click the link "you have 1 online module assigned" and this will connect you to the video. It is approximately 90 minutes in length and upon completion you may download the certificate of completion for your records if you wish.

FOR THIS SECTION: PLEASE TAKE EACH STEP SLOWLY and READ ALL INSTRUCTIONS CAREFULLY ~ DO NOT LEAVE THE TRAK-1 PAGE PRIOR TO COMPLETING THE APPLICATION PROCESS.
It may cause an error in the application.

SECTION 5:

Completing a Trak-1 Background Check

After registering for an upcoming initial training session you will be prompted to complete your background check submission.

19. Click on the blue link *****Complete Trak-1 Background Check*****. You will be directed to the PeopleFacts/Trak-1 website to continue the application process.

20. Read the disclosure statement. This is a 'standard' statement for Trak-1, a national organization serving many corporations. Please be aware that the Archdiocese of Seattle **does not** conduct credit reports on any employees or volunteers through the background check process.

21. Scroll to the bottom of the page and click "Continue".

22. Read the Summary of Your Rights. Click "Continue".

23. Carefully read the Authorization Disclosure. With this form you authorize PeopleFacts/Trak-1 to conduct a background check on you and to report that background check to the Archdiocese of Seattle.

24. Scroll down to see the full page. Enter your Zip Code, and re-enter it to validate. Hover your cursor over the "Applicant Signature" box and a e-pen will provide you with a means to sign your name. Click "Redo Signature" as needed. When the signature is satisfactory click "Continue" at the bottom right.

25. Read the notice to Washington applicants and click "Continue".

26. Click " Continue."

27. *Carefully* fill in each field with the pertinent information. Please not that all fields with an asterisk (*) are required fields. Please note: the Archdiocese of Seattle does not ask for any sensitive information except your date of birth. Social Security number is NOT REQUIRED to conduct a background check in the Archdiocese of Seattle.

28. Click "Next". Please *carefully* review all of the information. If there is an error, click "Back to Applications" and correct the error. Click "Continue" on the applications page, and again review all the information for accuracy.

29. Only after you are certain that the application is accurate and complete, click "Submit Application". You will receive acknowledgement that your background check was submitted.

30. This completes your application through PeopleFacts/Trak-1 and your Virtus profile is now fully created.

This profile becomes a permanent record of your Safe Environment Program requirements in the Archdiocese of Seattle. You will be required to update your background check every three years. In addition, training update is required every three years in the form of an online module that takes approximately 15-30 minutes. Virtus will send reminder emails when due, so it is important to update your email address if it changes.

Thank you for your service to the Archdiocese of Seattle and your commitment to help keep our most vulnerable children and adults safe. If you have questions or need assistance please reach out to your local SEP Coordinator, listed on the home page of your profile when you log into Virtus. Feel free to contact the Safe Environment Office at sep@seattlearch.org or (206) 274-3188 for more information or assistance.