How to use Virtus

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New users

Current users

Setup Virtus for the first time

1. Navigate to https://www.virtusonline.org/

2. Click the green 'FIRST-TIME REGISTRANT' button in the left-hand column

3. Click the 'Begin the registration process

4. From the drop-down menu, select your organization
   a. This will be 'Seattle, WA (Archdiocese)'
   b. Click the 'Select' button

5. For the question "Have you previously registered with VIRTUS Online?"
   a. If you **HAVE** previously registered – **STOP HERE**
      i. Please log in using your registration information. If you do not remember your login information, follow the steps to recover/reset your login information in the related section of this document
   b. **Otherwise, click 'no'**

6. For the account creation, create a User ID and password
   a. **We suggest using your full name (without spaces) or your e-mail address**
      i. The ID is *case-sensitive*, so we recommend using all lowercase
   b. **Your password must be at least eight (8) characters long**
   c. When finished, click 'Continue'

7. Next, you'll need to put in your personal information
   a. **Enter this information as it appears on your driver's license (or other government-issued ID)**
   b. When finished, click 'Continue'

8. Next, you'll need to select the primary location where you volunteer
   a. This should be "St. Mark Catholic Church – Shoreline (Shoreline)
   b. **Unless you are a paid employee, please only check the 'Volunteer' box**
      i. If you have an additional role as a Faith Formation/Youth Ministry or Parent Volunteer, please check those below
   c. Put a brief description of your volunteer service in the "Title or Position of Service" box
   d. When finished, click 'Continue'

9. When asked "Are you associated with any other locations?", answer accordingly
   a. Generally, this will be "No"
   b. When finished, click 'Continue'

10. Next you be asked some screening questions – **DO NOT ANSWER 'YES' unless they specifically apply to your volunteer position**
    a. "Does your role include access to cash, checks or other negotiables?"
        i. Generally **ONLY** ushers & money-counting volunteers answer 'yes'
    b. "Does your role involve driving in any capacity?"
        i. Generally **ONLY** school and youth group volunteers answer 'yes'
    c. "Does your role involve working with minors (under the age of 18) or with vulnerable adults?"
        i. Generally, **ONLY** faith formation, youth group, school, and homebound EMHCs answer 'yes'
    d. Have you lived in the United States continuously in the past seven years?
        i. Please answer this as accurately as possible (it helps us obtain accurate background checks)
    e. When finished, click 'Continue'

11. Next you will be asked to download, read, and confirm your compliance with the Safe Environment policies for the Archdiocese of Seattle
    a. **Be sure to ACTUALLY read these –** all volunteers are held to the standards of behavior outlined within
    b. Once you've read the full document, click check box and provide your full name & today's date

12. If required of you, you'll be asked if you have attended a VIRTUS "Protecting God's Children" or "Called to Protect for Ministries" session. Answer accordingly.
    a. If you click 'Yes', you'll be asked to select the session you attended – this will be verified later
    b. If the session you attended is not listed, select *** THE SESSION I ATTENDED IS NOT LISTED ***
        i. You will be asked to enter information about the session you attended (course, location, and date)
    c. When finished, click 'Complete registration'

13. Finally (!), you'll be asked to complete a Trak-1 Background Check (Trak-1 is the vendor through which we obtain background checks)
    a. Click the *** Complete Trak-1 Background Check ***
    b. Read the disclosure information
        i. Click the 'Continue' button on the bottom right-hand corner
    c. Read the summary of your rights
        i. Click the 'Continue' button on the bottom right-hand corner
    d. Read the Authorization text
        i. Enter your Zip code
        ii. Draw your signature using your computer mouse
        iii. Click the 'Continue' button on the bottom right-hand corner
    e. Read the Applications text
        i. Click the 'Continue' button on the bottom right-hand corner
    f. Fill out the Applicant information
        i. All empty text boxes **MUST** be filled out
        ii. **Notice that the Social Security boxes are NOT used –** *we do not collect, use, nor check your Social Security information*
        iii. Click the 'Next' button on the bottom left-hand corner
    g. Double check your information on the confirmation page
        i. Click the 'Submit application' button on the bottom left-hand corner

Congratulations! You have successfully created a Virtus Online account **AND** submitted your first background check authorization.
   - **Be sure to safely store your username and password for future reference!**

Initiate a new background check

1. Navigate to https://www.virtusonline.org/

2. Enter your User ID & Password

3. Click on the 'Background Checks' icon
    a. If you do NOT need a background check, there will be a green message that reads "Your background check is current" – clicking on the icon will bring you to a blank page

4. Follow the instructions to authorize a new background check

Register for an upcoming *Protecting God's Children for Adults* session

1. Navigate to https://www.virtusonline.org/

2. Enter your User ID & Password

3. In the 'Current Training' box, click on 'Register for an upcoming session'
    a. Be sure to select a session labeled *Protecting God's Children for Adults*
    b. When you select a session, a pop-up box will appear asking to confirm your selection – click 'Ok'
4. **If you mistakenly registered or otherwise need to change/cancel your registration**, simply click the 'You are registered for an upcoming session' link in the 'Current Training' box
    a. Scroll to the session registration needing editing and click 'Change' or 'Remove'
        i. If you click 'Change', you will be taken to the registration screen to select a new session
        ii. If you click 'Remove', a pop-up box will appear asking to confirm your selection – click 'Ok'

Complete a training (refresher) module

1. Navigate to https://www.virtusonline.org/

2. Enter your User ID & Password

3. In the 'Current Training' box, click the link to the module needing completion
    a. If you are up-to-date, there will be no link

4. Follow the instructions to complete the module
    a. You will be required to review the information presented (usually a video, though sometimes also articles) and answer questions to demonstrate that you have successfully learned the material

Update your Virtus information

1. Navigate to https://www.virtusonline.org/

2. Enter your User ID & Password

3. In the 'My Info' box, click the icon

4. Edit the information as needed

5. Click the 'Save changes' button at the bottom of the screen

Recover/reset your login information

1. Navigate to https://www.virtusonline.org/

2. Click 'Need login information?'

3. Depending on the information needed, select from the two options below:

    a. If you know your username or e-mail address, use the 'Password Reset' section
    b. If you have forgotten your username or e-mail address, use the 'Username Recovery' section

4. Click 'Go'
    a. If you used the 'Password Reset' section, you will be e-mailed a link to create a new password – follow the instructions in the e-mail
    b. If you used the 'Username Recovery' section, your username will be displayed
        i. You can use your username to either login (if you know your password) or to use the 'Password Reset' function from the previous setup