Guide for Re-Credentialing
Clergy, Employees, and Volunteers

If you previously attended a VIRTUS session, please do not create a new account; you MUST log in using your existing account. Go to www.virtus.org. Please see the guide below that should assist you in accessing your VIRTUS account:

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTI...

VIRTUS®

Home   About Us   Services / Progra...

LOGIN FOR EXISTING ACCOUNTS

Username:

Password:

Need login information?

FIRST-TIME REGISTRANT

Your parish or school should have provided your user ID along with a temporary password. If you know your user ID and password, enter it here.

If you don't remember your user ID and/or password, click this link and see "password reset" and "username recovery" below.

PASSWORD RESET

If you have forgotten your password, but know the username or email address associated with this account, please enter it below.

Username or email address

[GO]

Access assistance by clicking "Need login Information?" If you remember your user ID, enter it here. Or enter the email address that you used when you set up your VIRTUS account.

USERNAME RECOVERY

If you have forgotten the username and email address associated with your account, please complete the form below to attempt to retrieve your username.

First name

Last name

City

Zip code

[GO]

If you don't remember your user ID or email address, trying using this form. If this still doesn't work, please contact your parish or school safe environment coordinator. **Do not click "First-Time Registrant" as this will prompt you to create a new, and duplicated, account**.

If the steps above do not give you access to your account, please contact your local safe environment coordinator. **Do not click "First-Time Registrant" as this will prompt you to create a new, and duplicated, account that will take weeks to fix.**

"Reporting Suspected Child Abuse" Training

1

If you have not previously completed the "Reporting Suspected Child Abuse" training module, you will be prompted to complete upon your log-in. Please click into the training and view the steps below. *If you already completed the training Module, you will either complete the Code or can proceed to your Toolbox (page 4).*
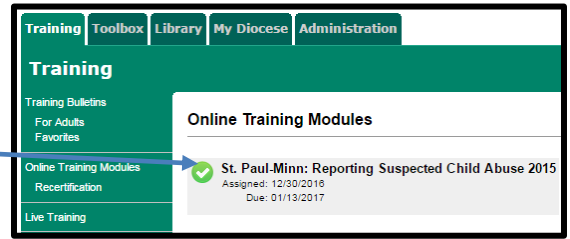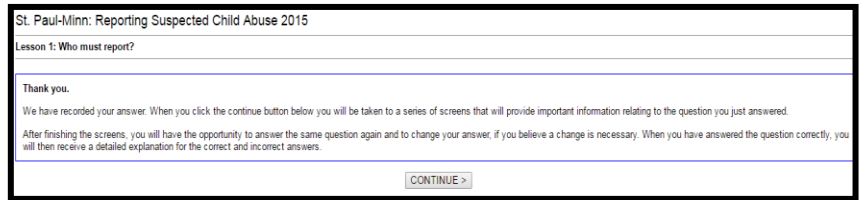

2

The training is divided into 5 lessons. You will be asked content questions. For each question, select the answer you view as correct. Then click "Submit Answer."


3

You will then see a screen that says "**Thank you. We have recorded your answer…**" Please click on the Continue button at the bottom of the screen.


4

Next you'll click through several screens of content that pertain to reporting suspected abuse. Please read through each screen, then click the "Next" button. When you reach the last screen of content, there will be a "Continue" button.
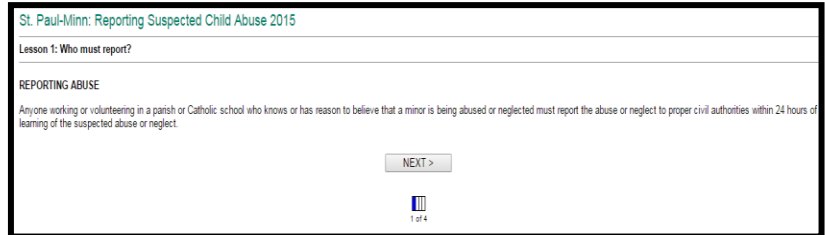

5

After reviewing the content, you will be asked to review the question and answer from the **beginning of the lesson.** Please select the answer that you view as correct having read the content. An incorrect answer will require you to resubmit an answer until you correctly answer the question.
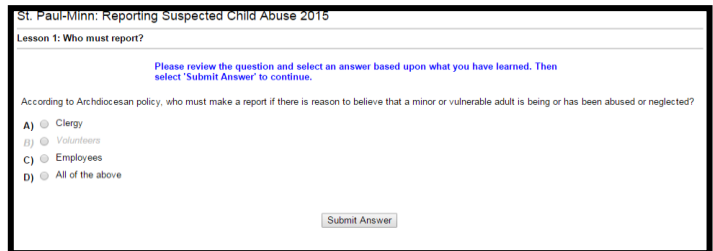
6

When you answer correctly, you'll proceed to a screen that says "**Correct!**" in green font. Then select "Continue" at the bottom to proceed to the next lesson of the training.
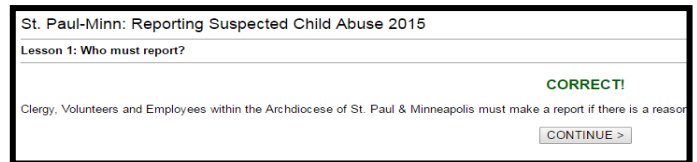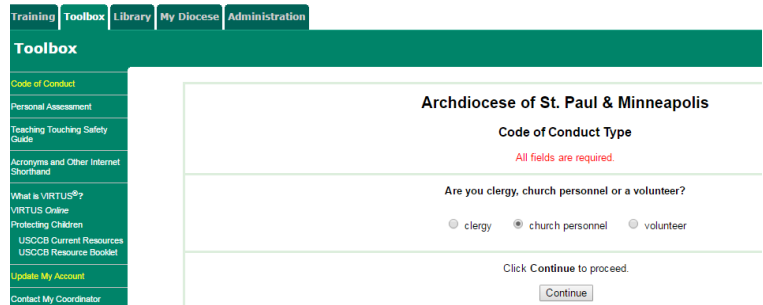

7

After proceeding through the 5 lessons, you will see a screen: "Thank you for completing the 'Reporting Suspected Child Abuse' Module. Click here to close this window." Please click the link to close the window.
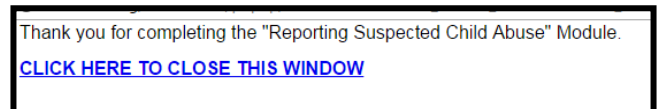
Code of Conduct Training and Signing

1

If you have not previously completed the Code of Conduct, please click into the Code of Conduct. If you have already completed this Code of Conduct and training, proceed to page 4. Select your primary role, then click "Continue" at the bottom of the page.

2

Watch the 22-minute video on Code of Conduct Training. Once you are done watching the video, click "Continue" at the bottom of the screen.
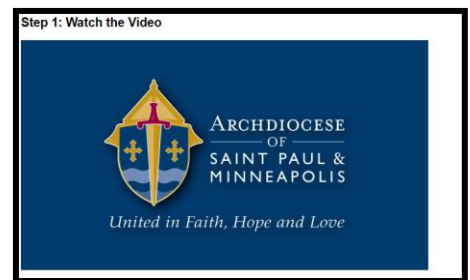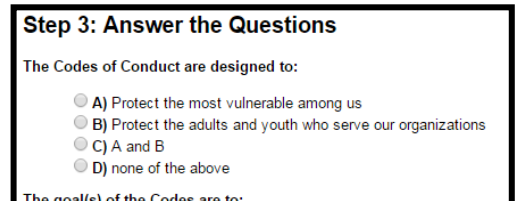
3

Read the appropriate Code of Conduct for your role. Then click "Continue" at the bottom of the page.
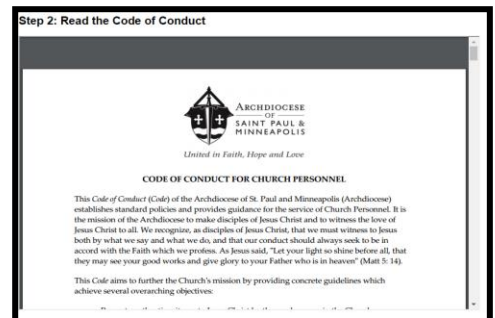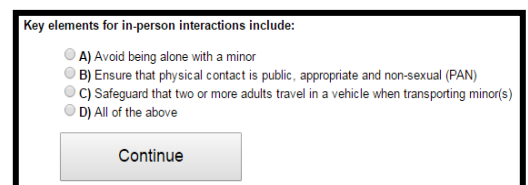
4

Answer the 6 questions that pertain to the Code of Conduct and training.

5

After answering the 6 questions, click "Continue" at the bottom of the screen. You will then have a chance to review the answers. Once done, click "Continue" at the bottom of the page.

6

Then sign and date acknowledgement of the Code of Conduct. Click the gray box to "Acknowledge Code of Conduct" to complete the Code of Conduct. You should be taken back to your Toolbox. Proceed to the next page of this guide.

ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS

Before completing anything else in your account, please go to **"Update my Account"** at the bottom of your Toolbox (see the left side of this page for reference, the link is at the bottom). Make sure that the contact information is correct. Also ensure role and locations are correct. Your primary location should be your **primary place of employment or volunteering**. This is not necessarily your place of 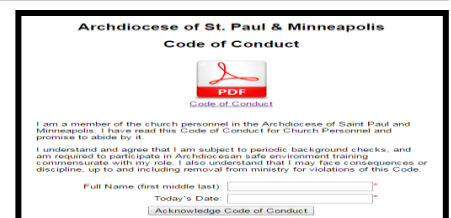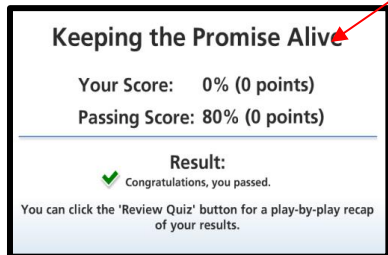worship. The primary location will receive the background check results. Follow steps 1 – 3 noting that they are not in order from top to bottom of this page.
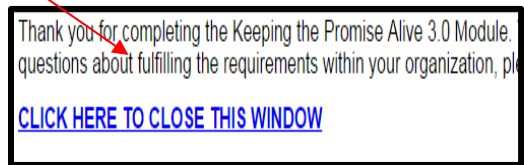
Toolbox | My Diocese

Toolbox

Mandatory Reporting Training PowerPoint

Mandatory Reporting Training Quiz

Background Check

Code of Conduct

Keeping the Promise Alive

Instructor-led Training

Teaching Touching Safety Guide

Acronyms and Other Internet Shorthand

What is VIRTUS®?

VIRTUS *Online*

Protecting Children
USCCB Current Resources
USCCB Resource Booklet

Update My Account

Contact My Coordinator

3

Link to access the background check/recheck. **Please update your location under "Update my Account" prior to submitting a background check** (pages 5 – 6 of this guide).

2

Link to access the online video for safe environment retraining: *Keeping the Promise Alive.* The video requires approximately 30 minutes. Please be sure to answer the questions as part of the video. Depending on which version of the video you watch, you will see one of the 2 screens below upon completion.

Keeping the Promise Alive

Your Score: 0% (0 points)
Passing Score: 80% (0 points)

Result:
✓ Congratulations, you passed.
You can click the 'Review Quiz' button for a play-by-play recap of your results.

OR

Thank you for completing the Keeping the Promise Alive 3.0 Module. questions about fulfilling the requirements within your organization, pl

CLICK HERE TO CLOSE THIS WINDOW

If you see this screen, you may exit out of the window as you have completed the retraining video.

This shows you completed *KPA.* **There is a glitch that your score will show 0%, but that is OK**. As long as the Result indicates a green check mark and "Congratulations, you passed" you can then exit out of the video.

1

Please make sure to update your account information **prior to submitting a background check.** The primary location should be your **primary place of employment or volunteering**. This is not necessarily your place of worship. The primary location will receive the background check results.

ONCE YOU ACCESS THE BACKGROUND CHECK:

Missing User Data

You are required to have the following information associated with your user record. Please review this information and make any necessary corrections.

Primary Location (Please select your primary location of employment or volunteer responsibilities. This location will pay for and receive the results of your background check.): `- Please select -`

Address:
City:
State: `MN - Minnesota`
Zip:

[Continue]

Confirm your primary place of employment or volunteering. Also confirm your primary address of residence.

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese?

If you are uncertain whether you have completed a background check, please contact your parish or Catholic school Safe Environment Coordinator proceeding.

○ yes ● no

If you need to complete a recheck, answer yes. If you need to complete an initial check, or are going from being a volunteer to an employee, please answer no.

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese within the past three (3) years?

○ yes ● no

If you answered "Yes" above, please indicate the location where you had a background check (by selecting that location from the dropdown list p

`- Please select -`

You must contact staff at the new location where you will be serving to complete a form for sharing a background check report dated not more than three years ago.

Answering **yes will end the background check process** as you are only required to complete a check every 3 years. If you are being asked by your parish/school to complete a recheck, please answer no.

Use this box **only** if you have completed a background check within the previous 3 years.

Are you clergy, church personnel or a volunteer?

○ priest   ○ deacon   ● church personnel   ○ volunteer

Select your role. If you are a trustee, Parish Council, Finance Council, or other volunteer leader, please indicate "Church Personnel" so you will receive correct Code in next step.

As clergy, employee and/or volunteer, have you been told that you will drive on behalf of the parish/Catholic scho part of your responsibilities? If unsure, please contact your supervisor or site coordinator

○ yes   ○ no

Saying yes will prompt a DMV check. If you drive on behalf of the parish/school, you will need to indicate "yes." If you are not sure, please contact your parish or Catholic school.

As clergy, employee, and/or volunteer, have you been directed to handle $250 or more as a part of your responsibilities?

○ yes   ○ no

Click **Continue** to proceed.

[Continue]

Saying yes will prompt a credit check. Please only indicate yes if you actually handle > $250 or more as part of your job or volunteer responsibility. $250 in money includes cash, checks, currency, and coin. You will later be able to print a PDF "Summary of Your Rights under the Fair Credit Reporting Act" to retain for your records.

Please only indicate yes to the questions above if you will be directly responsible for driving or handling > $250 on behalf of your parish or Catholic School.

Archdiocese of St. Paul & Minneapolis

Summary of Rights Under the Fair Credit Reporting Act

As church personnel and/or volunteer, please print and complete this form and provide to your employer or supervisor, or the parish or school Safe Environment Coordinator where you will be serving.

PDF

Summary of Rights Under the Fair Credit Reporting Act

[I have downloaded and read the Summary of Rights Under the Fair Credit Reporting Act]

Please print or save a copy of the "Summary of Rights Under the Fair Credit Reporting Act." Acknowledge that you have downloaded and read the Rights.

Archdiocese of St. Paul & Minneapolis

Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization

Read and consent to the background check at the bottom of this screen. Please note that a "soft credit report" (one that does not affect your credit score) will **only be conducted if you indicated "yes" to handling > $250 earlier in process.**

Archdiocese of St. Paul & Minneapolis

Previous Employer Background Release and Teacher Discipline Inquiry Verification

Complete the Previous Employer Background Release **only if you are a new employee at a parish/Catholic school.**

Complete the TDIS form only if you are a new teacher at a Catholic school.

Otherwise, click the gray box at the bottom to continue (below).

> I have downloaded and read the Release and Teacher Search forms if required and will provide to my employer

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Archdiocese of St. Paul & Minneapolis

Misconduct Questions

Answers to all questions are required.

Please answer YES or NO to the following questions:

Answer the Misconduct Questions.

If you answer **"yes"** to any questions, provide a brief description, continue with the process, then contact your local Safe Environment Coordinator. Clergy or Archdiocese Central Staff should contact Director of Ministerial Standards and Safe Environment.

> Begin McDowell Agency Background Check

Click the "Begin McDowell Agency Background Check" where you will then be directed to enter your Social Security Number.

THE MCDOWELL AGENCY, INC
background screening

The following information will be used only by the Background Screener.
Please enter the following information:
Social Security Number _____ 111-11-1111

Submit

Enter your Social Security Number (SSN) and hit "Submit." If you have an SSN, **it is required to run the background check**. If you do not have a SSN, enter 111-11-1111 then select submit. The page takes a moment to load. You will then be directed to the main VIRTUS page. The background check process is now complete.

Your participation in the Enhanced Essential 3 will make our local Church a safe environment for all. Thank you for doing all that you can to protect God's children, particularly the most vulnerable among us! If you require the background check results to be sent to another parish or Catholic school, please complete the form Background Check Report Sharing Pre-Service Applicant Release through your parish or Catholic school. Contact your local parish or Catholic School Safe Environment Coordinator with any questions that you may encounter.