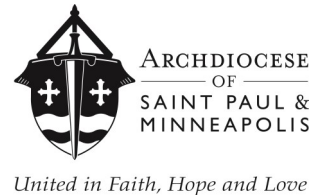


Essential 3 (E3) Re-Credentialing Guide

Employees and Volunteers: Use these instructions to complete the specific E3 requirements that are due.



Before you begin, read these tips to avoid technical problems:

- Use a Chrome web-browser (Avoid using Safari, Microsoft Edge, Internet Explorer or Firefox)
- Allow website pop-ups (Users may need to minimize the VIRTUS window's screen to check for pop-up messages or notes about required software and/or security blocks)
- Enable Adobe Flash Player and Javascript
- Online modules cannot be 'pushed' forward. Users must watch each module in its entirety from beginning to end. Attempting to skip ahead will cause the module to lock up, and the module will need to be restarted from the beginning.

Access your VIRTUS account by doing one of the following:

Click the link in the email reminder you received from VIRTUS (which also included your User ID)

OR

Click the link you received from your parish or Catholic school Safe Environment Coordinator

OR

Go to www.virtusonline.org

Log in by entering your **User ID** and **Password** in the upper-left side of the screen.

Click **Sign In**.



- * You must log in to your existing VIRTUS Online account.
- * **DO NOT** create an additional/new account.
- * To retrieve or reset your login information, click **Need login information?** on the home page.
- * If you are unable to access your previously-created VIRTUS account, contact the Safe Environment Coordinator at your parish, school or office.

Once you are logged in, click **Update My Account** at the bottom of the green Toolbox menu bar.

Review your contact information and update any necessary details.

Update the sites listed as your **Primary Location** and **Additional Locations** (if necessary). *Do not include locations if you are not currently working or volunteering, or sites where you only attend Mass.*

Click **Save**.

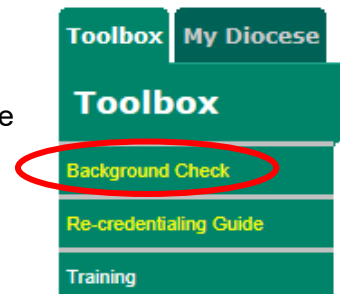
You may have more than one assignment in your Toolbox.

Follow all instructions in this guide to ensure you complete all assignments:

- Background Re-Check — Page 2
 - Code of Conduct — Page 4
 - Online Training Modules — Page 5
 - Review Your Toolbox — Page 5
-

BACKGROUND RE-CHECK

If you are due for a background re-check, the task will be highlighted in yellow on the **Toolbox** menu bar.



Click **Background Check** on the Toolbox menu bar.

On the **Missing User Data** screen, confirm or update your **Primary Location** and **address** information. (*Your background check will only go to your Primary Location*)

Click **Continue** to proceed.

Enter your **Date of Birth** (DD/MM/YYYY)

Ensure you enter the correct YEAR of your birth, or your background check will not process.

Click **Continue** to proceed.

HAVE YOU EVER HAD A BACKGROUND CHECK CONDUCTED BY THE ARCHDIOCESE OF ST. PAUL & MINNEAPOLIS, OR A CATHOLIC SCHOOL OR PARISH WITHIN THE ARCHDIOCESE?

Answer **YES** or **NO** to the question on the screen.

If you answer **YES** to the question, indicate the location where you had a background check (by selecting that location from the dropdown list provided).

Click **Continue** to proceed.

On the next screen, select your answers to the questions on the screen.

NOTE:

- The term **Church Personnel** includes all **Employees** of parishes, schools, and archdiocesan offices. If you are an employee, select “Church Personnel” if the choice for “Employee” is not listed.
- **Volunteer Leadership** refers only to the roles of Trustee, Parish Council, Finance Council, School Board Member.
- If you answer **YES** to the question “*Have you been told that you will drive on behalf of the parish/Catholic school or that you will drive others as a part of your responsibilities?*”, you are approving a motor vehicle records background check.
- If you answer **YES** to the question “*Will you be responsible for handling \$250 or more as part of your position responsibilities?*”, you are approving a Credit Check.

Click **Continue** to proceed.

DRIVERS LICENSE INFORMATION

If you said **YES** to the previous question about driving others as part of your position responsibilities, enter your driver's license information, as requested on the screen.

Click **Continue** to proceed.

On the next screen, read the **Summary of Rights Under the Fair Credit Reporting Act Consent** form.

To proceed, click **Continue** to acknowledge the following statement:

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

On the next screen, read the **Consumer Report Disclosure** document.

Answer **YES** or **NO** to the following questions:

- Are you applying for employment in California, Minnesota, or Oklahoma?
- If so, would you like a copy of any Consumer Report prepared on you?

Enter your **Full Name** (first, middle and last) in the box provided on the screen. (i.e. John David Smith)
Enter Today's **Date** (i.e. mm/dd/yyyy)

To proceed, click on the box containing the following statement:

By typing my name and today's date, I state that I have read the Consumer Report Disclosure

MISCONDUCT QUESTIONS

Answer **YES** or **NO** to the questions on the screen.

Click **Continue** to proceed.

Click on the designated link: **Begin McDowell Agency Background Check.**

This link will direct you to McDowell Agency's secure website automatically.
The page may take a moment to load.

To proceed with your background check, enter your **Social Security Number** into the designated field.

You must enter your SSN correctly or your background check will not be processed.

The proper format is ### - ## - ####

THE MCDOWELL AGENCY, INC
background screening

The following information will be used only by the Background Screener.

Please enter the following information:

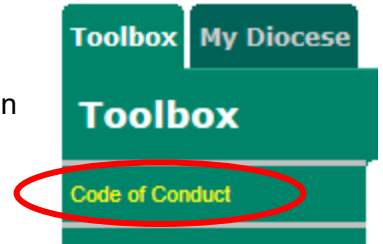
Social Security Number

Click **Submit** to proceed.

You will be returned to the **Toolbox** of your VIRTUS account. You may have another assignment to complete.

CODE OF CONDUCT

If you are due to sign the Code of Conduct, the task will be highlighted in yellow on the **Toolbox** menu bar.



Click **Code of Conduct** on the Toolbox menu bar.

Select your role (**Clergy**, **Church Personnel**, or **Volunteer**).

NOTE: The term **Church Personnel** includes all **Employees** of parishes, Catholic schools, and archdiocesan offices. If you are an employee, select **Church Personnel**.

Click **Continue** to proceed.

Watch the 22-minute video on **Code of Conduct Training**.

*NOTE: Attempting to fast-forward or skip ahead may result in the video player freezing, and the video will have to be re-started from the beginning. Watching the video is optional. To bypass the video, click **Continue**.*

After the video, the appropriate *Code of Conduct* for your role will be available online.

Read the *Code of Conduct*.

Click **Continue** to proceed.

Answer the 6 comprehension questions that pertain to the *Code of Conduct*.

Click **Continue** to proceed.

Enter your full name and today's date to **Sign** and **Date** the *Acknowledgement of the Code of Conduct*.

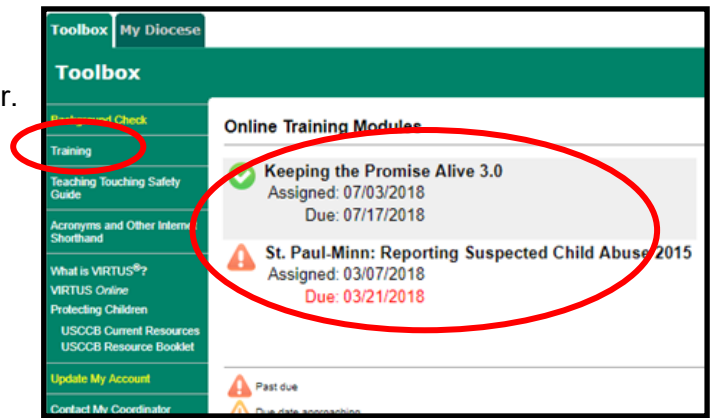
Click the box to *Acknowledge Code of Conduct*.

You will be returned to the **Toolbox** of your VIRTUS account. You may have another assignment to complete.

ONLINE TRAINING MODULES

While on the **Toolbox** tab, click **Training** on the menu bar.

If you are due to complete one or more online training modules, the modules will be listed on the screen.



You may see one or more of these titles:

- **Keeping the Promise Alive 3.0**
- **Vulnerable Adults Training Module**
- **St. Paul-Minn: Reporting Suspected Child Abuse 2015**

Click on the title of an assigned Online Training Module.

A new browser window will open.

Follow the on-screen instructions to complete the module (including clicking **Continue**, **Next**, or **Submit** to proceed through each step).

General instructions:

- To avoid technical problems, review the technical tips listed on page 1 of this guide.
- The training modules are divided into lessons.
- You will be asked a preliminary question to test your knowledge before watching each lesson.
- For each preliminary question, select the answer you think is correct. You will have the opportunity to change your answer after completing each lesson.
- After completing all of the lessons, you will see a message indicating that you have completed the module. **Click** the link to close the window.

After completing a module, return to the **Training** page in your **Toolbox**. If another Online Training Module title is listed, click on the title to launch and complete the module.

REVIEW YOUR TOOLBOX

Verify that you have completed all assigned requirements.

You will know you have completed all required E3 re-credentialing tasks if ...

... the options for Background Check and Code of Conduct are not visible in your Toolbox.

... there are no Online Training Modules listed when you view the Training section of your Toolbox.

NEXT STEPS:

- Contact the Safe Environment Coordinator at your parish, Catholic school, or archdiocesan office to confirm you have completed the re-credentialing process.
- The Safe Environment Coordinator can also help you with questions and additional next steps.