



Archdiocese of Seattle

Creating a VIRTUS Profile for Employees

The Archdiocese of Seattle uses the VIRTUS program along with the VIRTUS database to comply with Safe Environment requirements. Once you have been hired within the Archdiocese of Seattle, you will need to create a profile on VIRTUS. Your profile will allow you to read policies, sign up for Safe Environment courses, and enter background check information.

There are a few steps that need to be taken to create a VIRTUS profile. This guide will provide instructions for creating a VIRTUS profile. Although the steps have been broken down into sections, you must finish Sections 1-4 to complete the registration process.

For questions or concerns, contact the Safe Environment Office at (206) 274-3188.

This guide includes:

- Section 1: Creating a Username and Password
- Section 2: Selecting a Location and Function
- Section 3: Reading and Signing Policies
- Section 4: Completing SEP Compliance

Reading this guide:

- Actions will be in **bolded green** text
- Tips will be in *italicized text*
- Notes will be in **orange text**
- **Red boxes** will outline the important parts of each image



SECTION 1: Creating a Username and Password

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

1. **Open** your Internet browser.
2. **Navigate** to virtus.org.
3. **Click** "Registration" under the sign-in field found on the upper-left hand corner of the webpage (See Figure 1).
4. **Click** "Begin the Registration Process."
5. **Choose** "Seattle, WA (Archdiocese)" from the drop-down menu on the next page.

Figure 1

6. **Click** "Select." **Note:** You should see the Archdiocese of Seattle's Coat of Arms on the next page.
7. **Type** a Username and Password into the correct fields.
Tip: Write down your username and password somewhere secure in case you forget them.
8. **Click** "Continue."
9. **Type** your personal information into the required fields on the following page.

Continue to next section.



SECTION 2: Selecting a Location and Function

Once you have finished the identification portion of your profile, you will be able to choose the location(s) where you work, as well as choose your function within the Archdiocese of Seattle.

10. **Choose** the location where you work from the drop-down menu found on the page after you enter your personal information.

11. **Click** "Continue."

12. If you work at multiple locations, **select** "Yes" on the following page. If you DO NOT work at multiple locations **select** "No."

13. If you work at multiple locations, **repeat** Steps 10-11 until you have selected all of the locations.

14. **Select** "No" once all of your locations have been selected (See Figure 2).

This is the list of locations with which you are associated:

Chancery (Seattle)

Do you work, volunteer or worship in another location?

YES NO

Figure 2

15. **Select** your role(s) for the Archdiocese of Seattle from the provided list on the following page. **Note:** You can select more than one option for this step.

16. **Type** your job title or description into the textbox at the bottom of the page (See Figure 3).

If you have a title within your diocese, please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function: Assistant

Continue

Figure 3

17. **Click** "Continue."

18. **Select** the options for Seminarian or CYO coach only if applicable.

19. **Click** "Continue."

Continue to next section.



SECTION 3: Reading and Signing Policies

After you have finished the location and function portion of your profile, you will be able to start your Safe Environment Compliance requirements. **Note: you are not in compliance until you have read the SEP Policies, completed a *Protecting God's Children* course, and have had a background check.**

20. **Download** the policies on the next page by clicking on the PDF thumbnails below each policy.

21. **Click** the boxes certifying that you have downloaded, read, and understand each policy (See example in Figure 4).

The screenshot shows a form titled "Code of Professional Conduct". At the top center is a red PDF icon with the word "PDF" below it. Below the icon, the text reads "Code of Professional Conduct for Church Personnel". Underneath that, there is a checkbox with a checkmark inside, followed by the text: "I have downloaded, read, and understand the Code of Conduct for the Archdiocese of Seattle."

Figure 4

22. **Provide** an electronic signature by typing your name and the date into the correct field beneath the policies.

23. **Click** "Continue."

Continue to next section.



SECTION 4: Completing SEP Compliancy Requirements

Once you have read the policies and answered the background check qualification questions, you will be able to sign up for a *Protecting God's Children* class and submit a background check to Trak-1. **Note: At the time this guide was made, only one class was available. There will be more class options starting this fall.**

24. **Select** "No" in response to the question "Have you already attended a VIRTUS Protecting God's Children Session?"

25. **Select** a class from the list on the next page that best suits your needs (See Figure 5).

<input checked="" type="radio"/> Protecting God's Children for Adults
<u>Where:</u> Holy Rosary Church - Edmonds (Edmonds) 630 7th Ave N
<u>When:</u> Wednesday, September 30, 2015 6:30 PM
<u>Estimated length of session:</u> 3 hrs

Figure 5

26. **Click** the Trak-1 hyperlink on the next page (See Figure 6).

<p>Thank you for completing the registration process.</p> <p>Please complete your background check with Trak-1. By clicking on the link below, you will be directed to Trak-1's secure website.</p> <p>Complete Trak-1 Background Check</p>

Figure 6

27. A Trak-1 webpage will automatically open in your browser.

28. **Follow** the directions and prompts on Trak-1 to complete the background check submission.