



## **Archdiocese of Seattle**

### **Creating a VIRTUS Profile**

### **Volunteers Who Drive or Have Access to Negotiables**

The Archdiocese of Seattle uses the VIRTUS program along with the VIRTUS database to comply with Safe Environment requirements. Once you have been brought on as a volunteer within the Archdiocese of Seattle, you will need to create a profile on VIRTUS.

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 1-3 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: 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](http://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 volunteer, as well as choose your function within the Archdiocese of Seattle.

10. **Choose** the location where you volunteer from the drop-down menu found on the page after you enter your personal information.
11. **Click** "Continue."
12. If you volunteer at multiple locations, **select** "Yes" on the following page. If you DO NOT volunteer at multiple locations **select** "No."

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

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

14. **Select** "No" once all of your locations have been selected (See 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: Usher

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: Completing SEP Compliance

After you have finished the location and function portion of your profile, you will be able to start your Safe Environment Compliance requirements.

20. **Answer** the questions on the next page accurately. **Note: the answers to these questions will determine whether or not you will need to perform a background check or take a *Protecting God's Children* course.**
21. **Click** the Trak-1 hyperlink on the next page (See Figure 6).

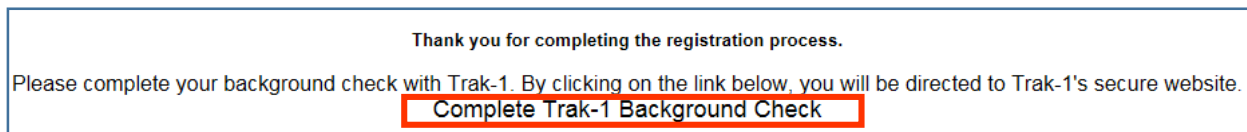


Figure 6

22. A Trak-1 webpage will automatically open in your browser.
23. **Follow** the directions and prompts on Trak-1 to complete the background check submission.