

Archdiocese of Seattle

Guide to Creating a VIRTUS Profile & Safe Environment Policies

The Archdiocese of Seattle uses the VIRTUS program along with the VIRTUS database to comply with Safe Environment requirements. Once you have been hired or taken on as a volunteer 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.

As defined in the Policy for the Prevention of & Response to Sexual Abuse, Sexual Misconduct & Sexual Harassment: The Archdiocese of Seattle requires all Church Employees to take part in our Safe Environment Program in three ways. They must:

1. Successfully undergo a criminal background check every three years – to be completed **before** beginning service.
2. Complete the *Protecting God's Children* course **within 30 days** of beginning service
3. Read and sign the Archdiocesan policies of conduct **before** the first day of work.

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 all of the steps from Sections 1-4 to complete the registration process.

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

Reading this guide:

- **Red boxes** will outline the important parts of each image

Creating a Username and Password

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

SECTION 1:

1. Open your Internet browser
2. Navigate to <http://www.virtus.org/virtus>.
3. Click "**First Time Registrant**" 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 dropdown 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.

A screenshot of the Virtus.org website. At the top, it says "A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION (C)". Below that is the Virtus logo, which consists of a green cross icon and the word "VIRTUS" in a serif font with a registered trademark symbol. A dark red navigation bar contains the links "Home", "About Us", and "Services / Programs". The main content area has a white background with a grey border. It features a "LOGIN FOR EXISTING ACCOUNTS" section with fields for "User ID:" and "Password:", a "Sign In" button, and a red link "Need login information?". Below this is a blue button "I NEED LOGIN HELP". A red rectangular box highlights a green button labeled "FIRST-TIME REGISTRANT". Below that is a green button "ESPAÑOL: ACCESO O INSCRIPCIÓN" and a red button "STOPit! Partnership".

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 or volunteer, as well as choose your function within the Archdiocese of Seattle.

10. Choose the location where you work or volunteer from the drop-down menu found on the page after you enter your personal information.
11. Click "Continue."

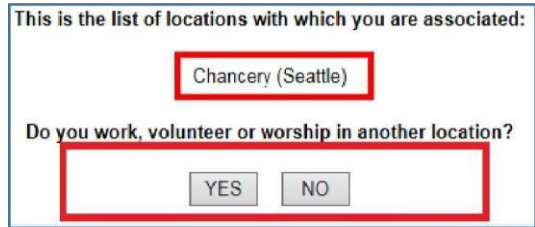
Continue to next section.

SECTION 2:

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

13. If you work or volunteer at multiple locations, repeat Step 7 until you have selected all of the locations.

14. Make sure that all of the locations where you work or volunteer are listed before continuing (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?

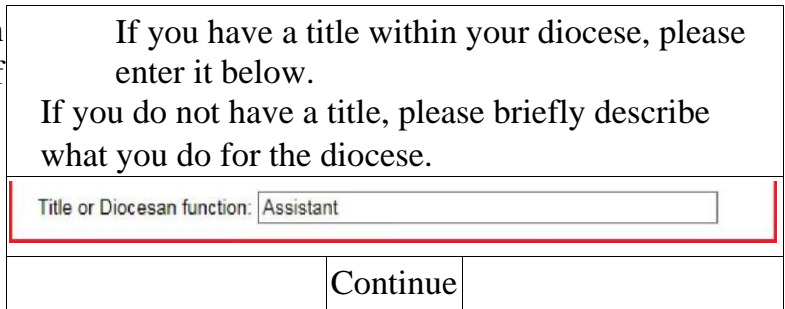
YES NO

Figure 2

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

16. 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.

17. 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

18. Click " Continue."

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

20. Click " Continue."

Preliminary SEP Compliancy Requirements

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 (if you qualify for one).

Continue to next section.

SECTION 3:

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

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

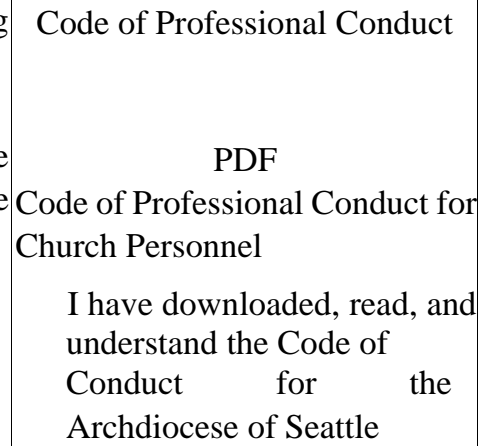


Figure 4

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

24. Click "Continue."

25. Select "Yes" or "No" in response to the background check qualification questions on the following page. Note: Answer these questions accurately, as this will determine whether or not you qualify for a background check.

Signing up for a Protecting God's Children course

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. Note: At the time this guide was made, only one class was available. There will be more class options starting this fall.

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

Continue to next section.

SECTION 4:

@ Protecting God's Children for Adults

Where. Holy Rosary Church - Edmonds
(Edmonds) 630 7th Ave N

When. Wednesday, September 30,
201S 6:30 PM

Estimated length of session: 3 hrs

Spaces remaining unlimited

Language: This session will be conducted in English

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

Figure 5

28. Continue to the next section to begin Background Check Process

Continue to next section.

SECTION 5:

Entering your Background Check Information

This section is for ALL employees, and any volunteer with access to minors and vulnerable adults; access to cash, checks and other negotiables; or who may be driving as part of their employment or volunteer work.

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

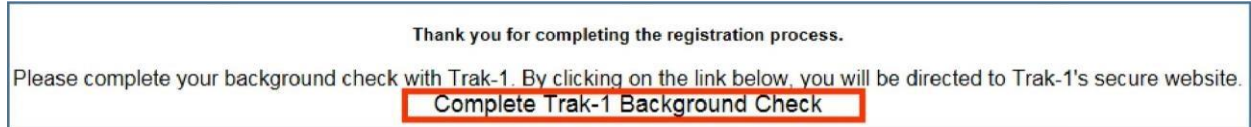


Figure 6

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

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

33. Make sure to click Submit on the application review page.

34.

35.