



Archdiocese of Seattle

Guide to Creating a VIRTUS Profile for Safe Environment Requirements for Volunteers Who Do Not Have Contact with Minors/Vulnerable Adults

These instructions apply to any volunteer who serves in a role that does NOT have contact with minors or vulnerable adults but who may have access to cash, checks or negotiables, or other sensitive information as part of their volunteer role. Examples include ushers, money counters, office assistants, data entry clerks, etc.

Please use the alternate instructions “Setting Up a Virtus Profile – Contact with Minors/Vulnerable Adults” if you volunteer with children or vulnerable adults.

The Archdiocese of Seattle uses the VIRTUS program along with the VIRTUS database to comply with the Safe Environment Program requirements. Upon beginning volunteer work within the Archdiocese of Seattle, you will need to create a profile on VIRTUS *if you have not done so in the past*. Your profile allows you to submit a background check which is required for your volunteer position if you handle money or have access to other confidential information at your parish or school. The requirement:

Successfully undergo a criminal background check **before beginning volunteer service**. The background check must be updated every three (3) years for the duration of active volunteer service.

OF NOTE: If at any time your role changes and you begin work which entails contact with minors or vulnerable adults, you will be required to access your Virtus profile and sign off on the Safe Environment Personnel Policies and register for an initial in-person training called *Protecting God’s Children for Adults*.

As defined in the Policy for the Prevention of & Response to Sexual Abuse, Sexual Misconduct & Sexual Harassment: The Archdiocese of Seattle requires that all new volunteers working with minors or vulnerable adults must:

1. Complete the *Protecting God’s Children for Adults* initial training **within 30 days** of beginning volunteer service. Training is updated via online training module every three (3) years for the duration of active volunteer service.
2. Read and sign the Archdiocesan Safe Environment policies **immediately before beginning volunteer service**. This is a one-time requirement.

If you have worked in the Archdiocese as a volunteer or employee in the past, please check with the Safe Environment Program coordinator at your location before creating a new profile. This ensures that your historical record is maintained and kept current. For questions or concerns, you may also contact the Archdiocesan Safe Environment Office at (206) 274-3188.

This guide will provide instructions for creating a VIRTUS profile. You must **finish all of the steps from Sections 1-4** to complete the registration process. **Red boxes** will outline the important parts of each image.

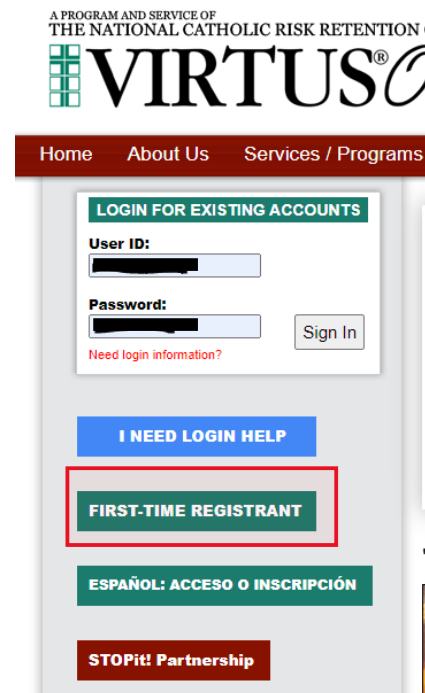
PLEASE TAKE EACH STEP SLOWLY and READ ALL INSTRUCTIONS CAREFULLY

SECTION 1:

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.**

1. Open your Internet browser.
2. Navigate to <http://www.virtusonline.org>.
3. Click "**First Time Registrant**" under the sign-in field found on the upper-left hand corner of the webpage (*see figure to right*).
4. Click "Begin the Registration Process."
5. On the dropdown menu, choose "Seattle, WA (Archdiocese)" and then click on the "Select" button to the right.
6. You will be asked if you have previously registered with Virtus Online. If you have been employed or volunteered in the Archdiocese in the past it is likely that you already have an account. **STOP HERE** and **CONTACT** your local SEP coordinator for further assistance.



7. If you have never created a Virtus profile before, click YES and proceed to the next step. *Note:* you should see the Archdiocese of Seattle's Coat of Arms on the next page.
8. Type in a unique user ID and password. Please record your user ID and password and store in a safe place. Continue to the next page.
9. Type your personal information into the required fields. Review for accuracy and then click the “Continue” button.

SECTION 2:

Selecting a Primary Location and Role

After completing the identification portion of your profile, choose the primary location where you work or volunteer, as well as choose your primary role within the Archdiocese of Seattle.

10. Select your primary location where you will work or volunteer. If you are working or volunteering primarily in a school, please choose the school location and not the parish. **Please read the choices carefully – once selected they cannot be changed.**

You may choose only one location and one role at this point. Please read the descriptors carefully so you choose the correct PRIMARY role.
Please be sure to give us your job title!

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 VIRTUS[®]Online

In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you **work** or **volunteer**.

Please select the primary location where you **work** or **volunteer**.

Location: [- Please select -]

Continue

11. Select the appropriate primary role you will perform at this location. **Please read the choices carefully – once selected they cannot be changed.** If you are employed as a teacher at a school, please choose “Educator” as that presumes you are an employee. All other parish/school employees choose “Employee (Parish/Parochial)”.

12. Scroll to the bottom of the page and type in the particular title or description of your role, for example “Third Grade Teacher”, “Faith Formation catechist”, “Lector”, “Communion to the Homebound”, etc.

13. Click “Continue”.

Please select the primary location where you work or volunteer.

Location:

Please the primary role you perform at this location

- Educator**
Covenanted Teacher in an Archdiocesan School.
- Employee (Parish/Parochial)**
Employee (other than an Educator) working at an Archdiocesan Parish or School.
- Employee (Diocesan/Eparchial)**
Employee working at the Chancery or an agency of the Archdiocese.
- Volunteer**
Volunteer in an Archdiocesan Parish program other than Faith Formation or Youth Ministry.
- Parent Volunteer**
Parent Volunteer with a Child in an Archdiocesan School.
- Faith Formation/Youth Ministry Volunteer**
Volunteer catechist, teacher or assistant in an Archdiocesan Parish Faith Formation or Youth Ministry Program.
- Priest**
- Deacon**
- Seminarian**
A seminarian is a man who is discerning the Lord's call to the Roman Catholic priesthood.
- Candidate for ordination**

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

SECTION 3:

Selecting the Parameters of Your Volunteer Role

After selecting your primary location and role you will be directed to questions pertaining to the parameters of your role.

14. Answer each of the four questions appropriately.

15. Click “Continue”.



Does your role include access to cash, checks or other negotiables?
 Yes
 No

Does your role involve driving in any capacity?
 Yes
 No

Does your role involve working with minors (under the age of 18) or with vulnerable adults?
 Yes
 No

Have you lived in the United States continuously in the past seven years?
 Yes
 No

16. If you answered “No” to all four questions your registration will end there. You are not in a volunteer role that subjects you to the requirements for the Safe Environment Program.

17. If you answered “Yes” to the first or second question you will be directed to begin your background check. *(If you answered “Yes” to the third question you will be directed to sign off on the SEP personnel policies and register for an in-person training class. Please see the instructions “Setting up a Virtus Profile – Contact with Minors/Vulnerable Adults” for further information.)*

18. Click on the link *****Complete Trak-1 Background Check***** to begin the background check application process. *(See figure below.)*

One final step

***** [Complete Trak-1 Background Check](#) *****

Your registration is almost complete.

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Trak-1 to perform our background checks.

Please complete your background check with Trak-1. By clicking on the link above, you will be directed to Trak-1's secure website.

FOR THIS SECTION: PLEASE TAKE EACH STEP SLOWLY and READ ALL INSTRUCTIONS CAREFULLY ~ DO NOT LEAVE THE TRAK-1 PAGE PRIOR TO COMPLETING THE APPLICATION PROCESS.

It may cause an error in the application.

SECTION 4:

Completing a Trak-1 Background Check

19. You will be directed to the PeopleFacts/Trak-1 website to continue the application process.
20. Read the disclosure statement. This is a 'standard' statement for Trak-1, a national organization serving many corporations. Please be aware that the Archdiocese of Seattle **does not** conduct credit reports on any volunteers through the background check process.
21. Scroll to the bottom of the page and click "Continue".
22. Read the Summary of Your Rights. Click "Continue".
23. Carefully read the Authorization Disclosure. With this form you authorize PeopleFacts/Trak-1 to conduct a background check on you and to report that background check to the Archdiocese of Seattle.
24. Scroll down to see the full page. Enter your Zip Code, and re-enter it to validate. Hover your cursor over the "Applicant Signature" box and a e-pen will provide you with a means to sign your name. Click "Redo Signature" as needed. When the signature is satisfactory click "Continue" at the bottom right.

25. Read the notice to Washington applicants and click “Continue”.
26. Click " Continue."
27. **Carefully** fill in each field with the pertinent information. Please note that all fields with an asterisk (*) are required fields. Please note: the Archdiocese of Seattle does not ask for any sensitive information except your date of birth. Social Security number is NOT REQUIRED to conduct a background check in the Archdiocese of Seattle.
28. Click “Next”. Please **carefully** review all of the information. If there is an error, click “Back to Applications” and correct the error. Click “Continue” on the applications page, and again review all the information for accuracy.
29. Only after you are certain that the application is accurate and complete, click “Submit Application”. You will receive acknowledgement that your background check was submitted.
30. This completes your application through PeopleFacts/Trak-1 and your Virtus profile is now fully created.

This profile becomes a permanent record of your Safe Environment Program requirements in the Archdiocese of Seattle. You will be required to update your background check every three years. Virtus will send reminder emails when due, so it is important to update your email address if it changes.

Thank you for your service to the Archdiocese of Seattle. If you have questions or need assistance please reach out to your local SEP Coordinator, listed on the home page of your profile when you log into Virtus. Feel free to contact the Safe Environment Office at sep@seattlearch.org or (206) 274-3188 for more information or assistance.