

SAFE ENVIRONMENT CREDENTIALING FOR NEW USERS:

VIRTUS ACCOUNT REGISTRATION GUIDE

Total Time Commitment: Approximately 95 minutes

ATTENTION:

- Employees and volunteers may not begin service until approved by your Safe Environment Coordinator.
- Incomplete VIRTUS accounts are deleted after 30 days and you will be required to start over.
- If you previously created a VIRTUS account, **do not create an additional/new account.**
- If you are unable to access an existing VIRTUS account, contact your Safe Environment Coordinator.
- To retrieve or reset your login information, click **I NEED LOGIN HELP** on the VIRTUS home page.

Technical Tips:

- Do not use a cell phone or tablet. Use Chrome web browser from a computer.
- Do not log in on multiple devices. If you changed devices, log out completely and restart the first device.
- Allow pop-ups. Enable *Adobe Flash Player* and *Javascript*.
- Do not close tabs until instructed.
- Do not use the "page back" or "page forward" buttons on the web browser.
- Only use the buttons on the screens, such as "Continue", "Next", "Previous".
- Fast-forwarding the training module will cause the module to lock up and force you to start over.

Instructions:

- Go to the VIRTUS website: www.virtusonline.org
- Click **First Time Registrant**
- Click **Begin the Registration Process**
 - ! **Select Your Organization:** Carefully choose St. Paul and Minneapolis, MN (Archdiocese)
 - ! **Enter your full legal name. Do not use nicknames or punctuation.**
 - ! **Primary location:** If your location is a school, select the location with **School** in the title.
 - ! **Carefully read and follow the instructions on the website in the order presented.** - Please select our school, not the church.
- 1) Complete the **Code of Conduct**.
- 2) Complete the **Background Check** application.
 - The application will open in the McDowell Agency website.
 - Social Security Number (SSN) is required.
 - Click **Submit** at the end of each step to proceed.
 - A note will appear on the screen to confirm the application has been successfully submitted.
 - Click **Return to VIRTUS** to begin your online training module.
- 3) Complete **Safe Environment Training** (approximately 75 minutes).

Confirm that you have completed all requirements with your Safe Environment Coordinator

