

## **INSTRUCTIONS TO CREATE VIRTUS ACCOUNT AND COMPLETE SAFE ENVIRONMENT ITEMS**

All employees, and volunteers who interact with minors, are required to complete and maintain safe environment credentials through the Archdiocese of Saint Paul and Minneapolis.

To ensure successful completion of the requirements, follow the information below before creating your VIRTUS account. If you have an existing VIRTUS account, contact Margie Ryan at [mryan@bsmschool.org](mailto:mryan@bsmschool.org) for assistance or use the "Need Login Information" link on [www.virtusonline.org](http://www.virtusonline.org) website. Please remember to make BSM your primary location if you have an existing account.

### **123B Requirement:**

In addition to completing the online items below, you must complete a 123B form to authorize the background check required by the state of Minnesota for anyone working or volunteering in a school. That form can be downloaded from the BSM School website [here](#) and may be sent via regular email, please complete scan/photo and return to [HR@BSMSchool.org](mailto:HR@BSMSchool.org).

### **Online Safe Environment Items to Complete-Total Time Commitment:** Approximately 95 minutes

1. Set aside sufficient time to complete all items without logging out.
  - Incomplete accounts may result in lost data, requiring you to repeat your setup.
2. Read and follow the directions on the website in the order presented.
  - Skipping items, fast-forwarding or backing up may corrupt your account and require you to repeat your assignments.
  - You will:
    - a. Complete each registration field as presented on the screen
    - b. Complete the Code of Conduct
    - c. Complete the Background Check application (SSN is required)
    - d. Complete Safe Environment Training (1 module, approximately 75 minutes)

**VIRTUS website:** [www.virtusonline.org](http://www.virtusonline.org)

***Use Google Chrome browser and allow pop-ups for this website.***

### **RE-CREDENTIALING INSTRUCTIONS**

All employees and volunteers who interact with minors are required to do regular refresher trainings on a regular basis and submit to a background recheck every three years. Emails are sent by the VirtusOnline system and will be followed up if not completed by the local Safe Environment Coordinator(s).

You will need to login to your account at [www.virtusonline.org](http://www.virtusonline.org) and items that are needed will be showing on your homepage.

For more information on the Archdiocesan Safe Environment requirements, visit [www.safe-environment.archspm.org/essential-3](http://www.safe-environment.archspm.org/essential-3) .