

Beginner's Guide to Creating a VIRTUS Profile

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.

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 please contact the Safe Environment Office at (206) 274-3188.

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.

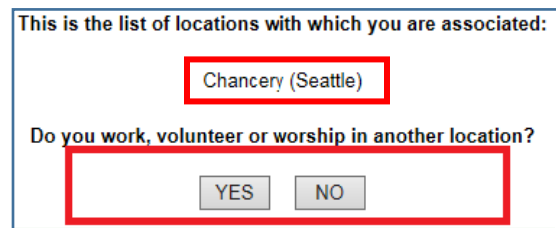
1. **Open** your Internet browser.
2. **Navigate** to virtusonline.org.
3. **Click** on "First-Time Registrant" under the sign-in field found on the upper-left hand corner of the webpage.
4. **Click** on "Begin the Registration Process."
5. **Choose** "Seattle, WA (Archdiocese)" from the drop-down menu on the next page.
6. **Click** "Select." You should see the Archdiocese's code of armor 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.

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

10. **Choose** 'Sacred Heart School – Bellevue' from the drop-down menu found on the page after you enter your personal information.
11. **Click** "Continue."
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.



This is the list of locations with which you are associated:

Chancery (Seattle)

Do you work, volunteer or worship in another location?

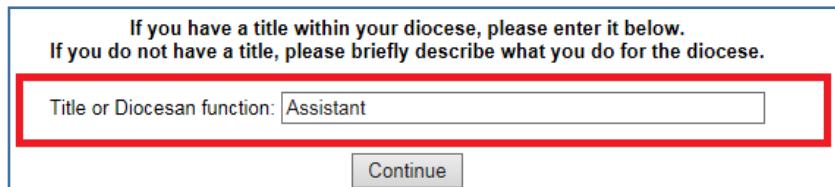
YES NO

Figure 1

15. **Select** "No" once all of your locations have been selected.

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.



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 2

18. **Click** "Continue."
19. **Select** the options for Seminarian or CYO coach only if applicable.
20. **Click** "Continue."

SECTION 3: 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.**

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 3).

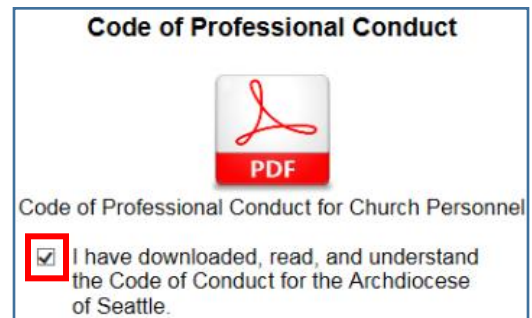


Figure 3

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.**

SECTION 4: 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.

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

27. **Select** a class from the list on the next page that best suits your needs.

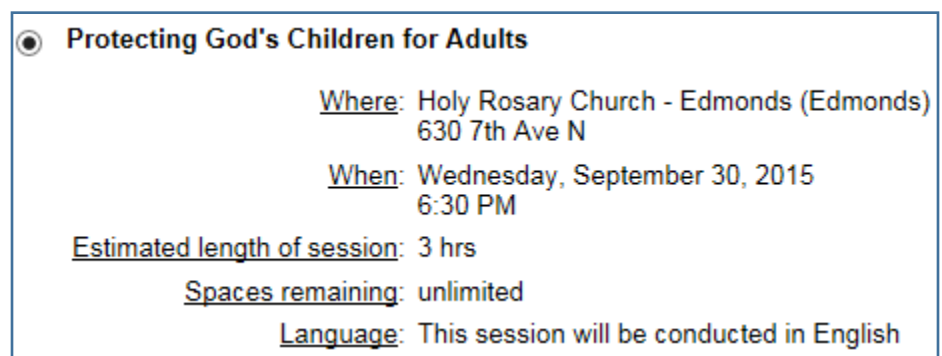


Figure 4

28. If you DO NOT qualify for a background check, you will be able to **select** "Complete Registration" at the bottom of the page.

29. If you DO qualify for a background check, **continue** to the next section.

Section 5: Entering your Background Check Information

This section is only for those who are employees or volunteers 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** on the Trak-1 (PeopleFacts) hyperlink on the next page (See Figure 5).

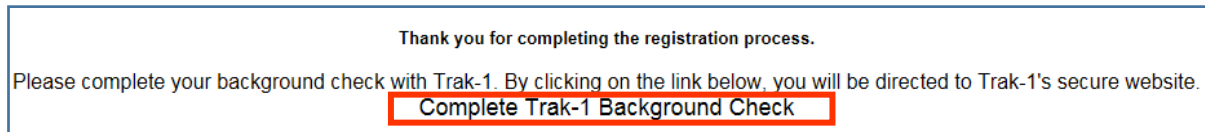


Figure 5

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

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