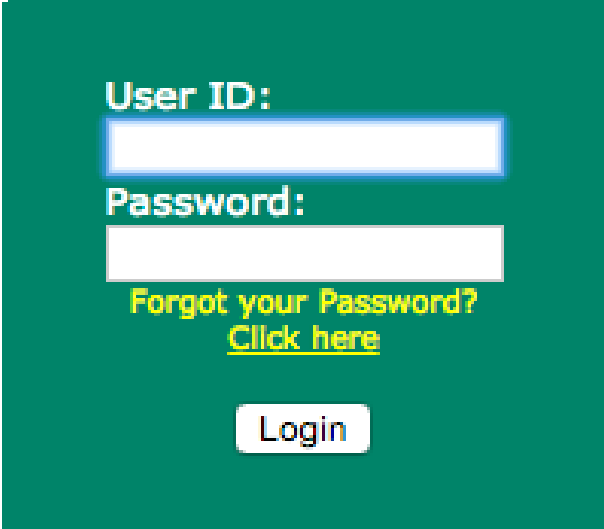


Essential 3 Guide Steps to take to volunteer

1. Go to www.virtus.org
2. At the top left, sign in with your USER ID and PASSWORD
 - a. If you do not remember your USER ID or PASSWORD, select the "Forgot your Password? Click here" link



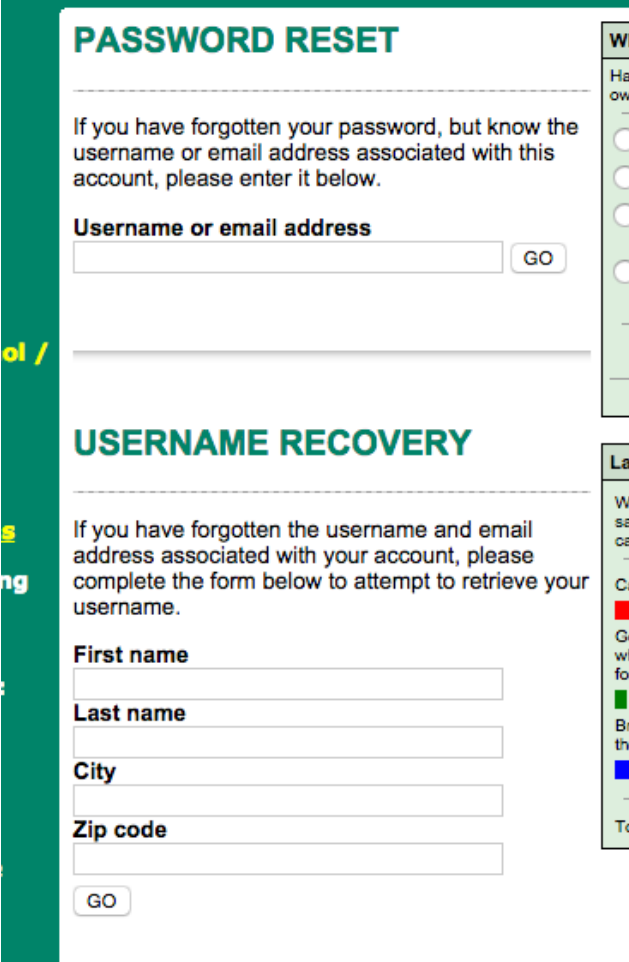
User ID:

Password:

[Forgot your Password? Click here](#)

Login

- b. To find a PASSWORD, enter your USER ID or email address
- c. To find your USER ID, enter your information to search
- d. **If you receive an error, please contact the school or use the VIRTUS account recovery form on the Blessed Trinity website.** We will do our best to help!



PASSWORD RESET

If you have forgotten your password, but know the username or email address associated with this account, please enter it below.

Username or email address GO

USERNAME RECOVERY

If you have forgotten the username and email address associated with your account, please complete the form below to attempt to retrieve your username.

First name

Last name

City

Zip code

GO

3. Once signed in, Click on the Toolbox tab. You will need to complete the actions that appear in **Yellow** in the Toolbox Menu

- a. FIRST, click on **UPDATE MY ACCOUNT**
 - i. Check and Update your information
 - ii. FOR EMAIL: Use a personal email address
 - iii. FOR PRIMARY LOCATION: This is the site that will be responsible for your background check (processing and paying). If you are submitting as a Blessed Trinity parent/volunteer/employee please change to "Blessed Trinity Catholic School (Richfield)"
 - iv. Additional Locations: If you have a different primary location, please add Blessed Trinity Catholic School to this Additional Locations list
 - v. FOR ROLES: Add all roles that you serve within your ministry to the church and school

- b. SECOND, click on **CODE OF CONDUCT**
 - i. Download and Read the Code of Conduct Document
 - ii. TO SIGN, Type your full name and the Date

- c. THIRD, click on **KEEPING THE PROMISE ALIVE** to complete this training
 - i. Watch the video
 - ii. At the conclusion of the video, complete the 5 question quiz
 - iii. You may be presented a screen that looks like the following – ignore the "Your Score" portion



- d. FINALLY, complete a new BACKGROUND CHECK
 - i. Follow the prompts on screen
 - ii. IF YOU HAVE EVER COMPLETED A BACKGROUND CHECK BEFORE, please check "YES"



- iii. Select "NO" for the driving and money questions unless you have been contact by Mr. O'Keefe, Mrs. Spano, or Mrs. Garland
- iv. Even if you submitted a Code of Conduct, you will be prompted to acknowledge it again in the background check forms
- v. After submitting all forms and answering all questions, you will be promoted to the McDowell Agency (Background Check firm) secure site to submit your social security number. Enter the number and click submit. Be patient as it takes a moment to process and return to the VIRTUS site.

Once completed, the **Yellow** action items will no longer appear in your Toolbox. Congratulations, you're done! Thank you for preparing to work with our children and helping us keep them safe!