

# 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](http://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: Choose: Archdiocese of St. Paul MN Vocation St. Paul**
- 1) Complete the **Code of Conduct** - for Church Personnel
  - 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 by emailing the Office of Vocations at [stpaulvocations@10000vocations.org](mailto:stpaulvocations@10000vocations.org)**

