



Dear Volunteer,

All employees and volunteers who interact with minors are required to complete and maintain safe environment credentials (Essential-3 or E3) through the Archdiocese of Saint Paul and Minneapolis.

ARCHDIOCESE SAFE ENVIRONMENT CREDENTIALS

To ensure successful completion of the requirements, follow the directions on the attached sheet to create your VIRTUS account. If you have an existing VIRTUS account, contact Cyndi Stifter at faithformation@mqpcatholic.org for assistance so your account can be updated prior to login rather than creating a new account.

Total Time Commitment: Approximately 95 minutes. Set aside sufficient time to complete all items without logging out. Incomplete accounts may result in lost data, requiring you to repeat your setup.

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.

Use Google Chrome browser - do not try to complete these steps on a cell-phone or tablet. Visit the VIRTUS website: www.virtusonline.org **Be sure to choose the organization: St. Paul and Minneapolis, MN (Archdiocese)**

Thank you for donating your time and talents to our community!

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.
- 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

