

Creating a VIRTUS Profile for Volunteers with Access to Minors and Vulnerable Adults

The Archdiocese of Seattle uses the VIRTUS program along with the VIRTUS database to comply with Safe Environment requirements. In order to volunteer at Saint Michael Parish, 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.

A few steps need to be taken to create a VIRTUS profile. Although the steps have been broken down into sections, you must finish all four sections to complete the registration process.

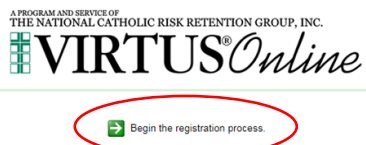
Section 1 – Create a Username and Password

- Go to www.virtusonline.org
(Desktop works best. Errors often occur on phones/tablets)

- Click First-time Registrant found on the upper left hand corner of the webpage.



- Click Begin the registration process.



- Choose Seattle, WA (Archdiocese) from the drop down menu. You should see the Archdiocese of Seattle Coat of Arms on the next page.
- Create a user ID and password. Write down and store somewhere secure.
- Type your personal information into the required fields.

Section 2 - Select 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 volunteer as well as your function.

- Choose the location from the drop down menu



- If you volunteer at multiple locations, repeat those steps until you have selected all of your locations.
- Please select Volunteer as your role for the Archdiocese of Seattle.
- Enter the description of your volunteer position in the Title or Diocesan function field.
- Answer the four questions accurately.
Note: the answers to these questions determine whether or not you will need to complete a background check or take a in person workshop.

Section 3 - Safe Environment Church Personnel Policies

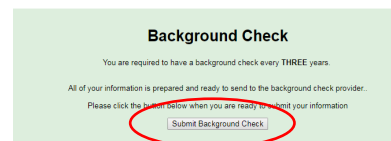
- Download and read the policies.
- Click the box certifying that you have downloaded, read and understand the policies. Enter your name and date.



Section 4 - Register for Workshop and Complete Background Check

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 and submit a background check in People Facts/Trak-1.

- Select no in response to question "Have you already attended a Virtus session?"
- Select a class from the list that best suits your needs. We try to provide monthly classes here at SMP.
- Click the People Facts/Trak-1 hyperlink.
- Complete the background check.
Social security numbers are not required.



Questions?? Please contact Mona Bishop, Safe Environment Coordinator in the Parish Office at 360-292-7141 or mbishop@saintmichaelparish.org

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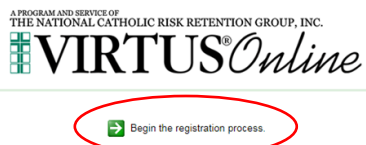
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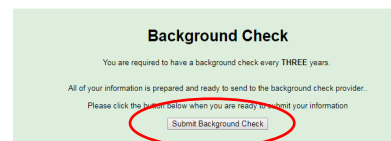
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