



Local Youth Protection Coordinators Website Guide



Log in to your VIRTUS account at www.virtus.org
to review the functionalities of the VIRTUS Platform.

(To inquire about your specific access, communicate
with your Diocesan Safe Environment Coordinator.)

Frequently Asked Questions:

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How do I search the entire organization to view if a particular person has an online registration, make changes to their account and/or affiliate them with my location? Pg. 3

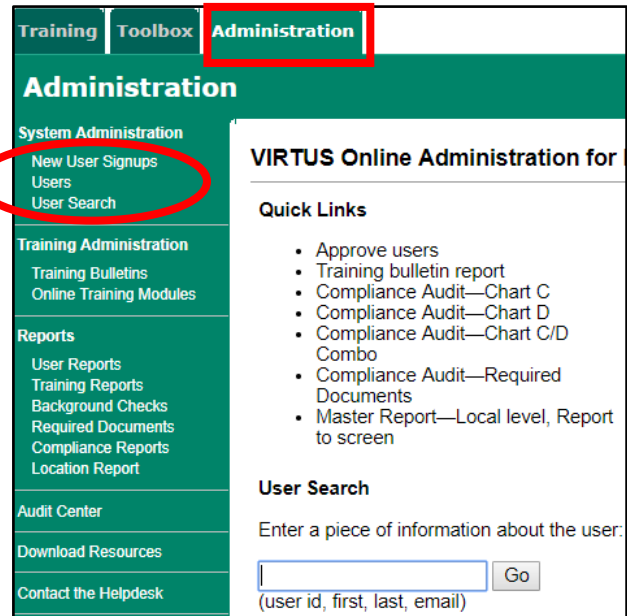
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How do I view my own location's employees and volunteers who have online registrations within VIRTUS Online?

1. Select the "Administration" tab from the tabs at the top of the page;



2. Click on a category under "System Administration" within the left-hand menu. One possible selection is "Users"

3. The employees and volunteers for your affiliated location(s) will be listed in alphabetical order by last name. You can also search in the Search box for individual users, then select "Search". If a particular individual is missing from your list:

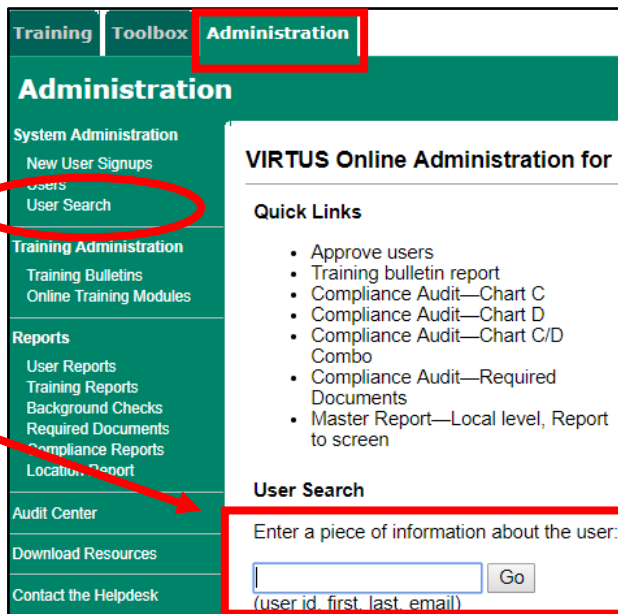
- a. First, double check other possibilities of name spellings, including hyphenated last names and nicknames.
- b. Additionally, the person may not have registered online, or they may have registered themselves with a different location within your organization.



Note: Within this section, you, as a Local Coordinator, will only be able to see individuals who have affiliated themselves with your location(s).

How do I search the entire organization to view if a particular person has an online registration, and make changes to their account and/or affiliate them with my location?

1. Select the “Administration” tab from the tabs at the top of the page;

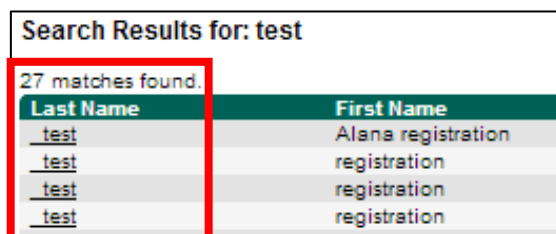


2. Search in the Search box for individual users, or click on the User Search in the left-hand side of your screen, then select “Go”. For searching tips:

a. Insert the letters of the individual’s last name, first name, user id **or** the email address. Each one of these items must be searched separately and cannot be combined into one individual search (i.e., “John Smith” must either be searched as “John” or “Smith”).

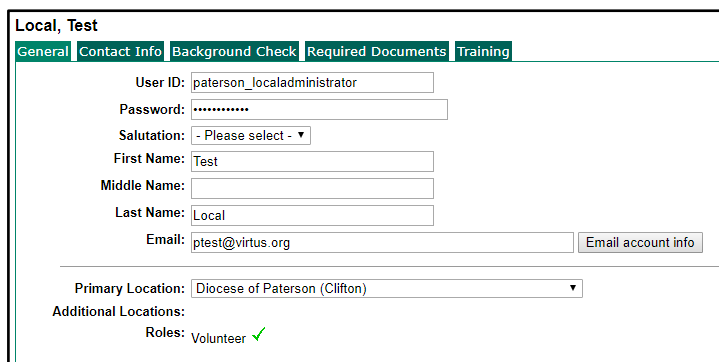
b. Searching with the first several letters of the last name usually yields the best and largest scope of results (i.e., search “Smi” rather than just “Smith”).

c. If a particular individual is missing, double check other possibilities of name spellings, including hyphenated last names and nicknames. It is also best to search more than once for the same person using a different search query.



3. If a match is found, then click on the person’s last name to view their account

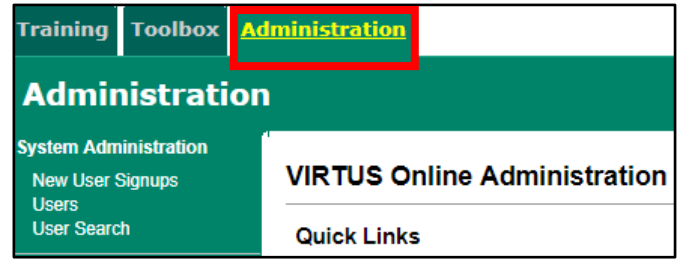
Note: If the user needs to be located within your location, please contact the diocesan office or ask the person to log in to their account and add within ‘Update My Account.’



How do I assist with recovering an individual's username or password as a Local Coordinator?

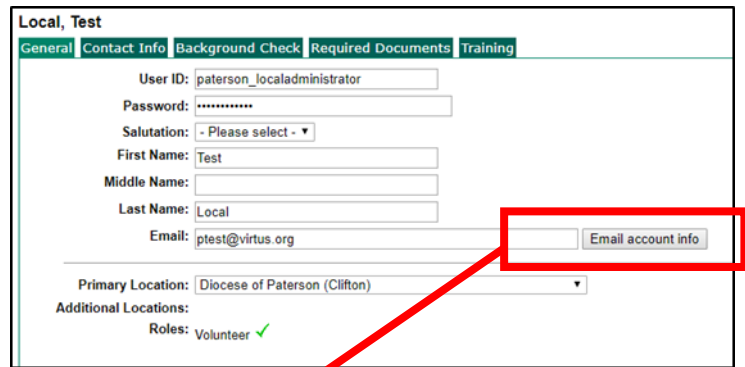
1. The Local Coordinator may assist with recovering the username/password only for accounts that already exist.

First, search the database to find the online account by reviewing the instructions listed within this document under the section entitled, "How do I search the entire organization to view if a particular individual has an online registration, make changes to their account and/or affiliate them with my location?"

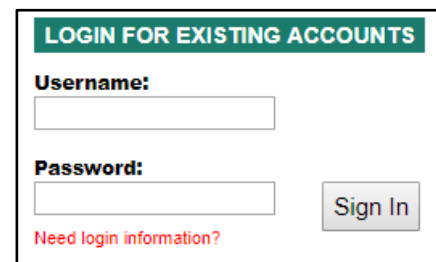


2. Once the account is located, click on the last name to pull up the profile information.

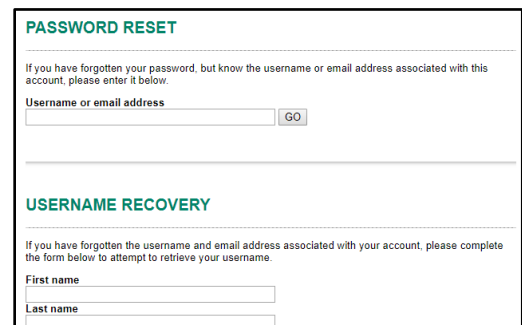
- a. If the Local Coordinator shares the same "Primary" or "Additional" location as the individual, then the administrator can ask the system to send the individual his/her user ID and password.



- i. First, the Local Coordinator should check that the email listed within the account is accurate
- ii. If the email is not accurate, then please contact the diocesan office to update the email address.
- iii. Once the email is updated and correct, select "Email account info," and ask the individual to retrieve the message from their email account and proceed accordingly.

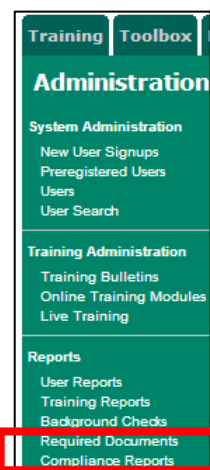


- b. If the Local Coordinator does not share the same "Primary" or "Additional" location as the individual, the Local Coordinator can only inform the individual of his/her User ID and request that the individual use the password recovery function on the homepage of www.virtus.org.



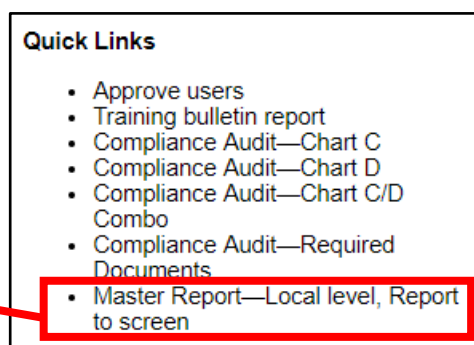
How do I create a Master Report within VIRTUS Online?

1. There are various reports that can be created using VIRTUS Online. One report is the Master Report. A Master Report generated by a Local Coordinator will actually be a local master report that provides information only about the locations that are specifically affiliated with the Local Coordinator's account. To begin, select the "Administration" tab from the tabs at the top of the page.

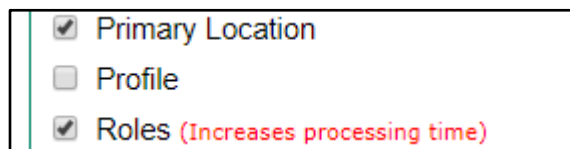


2. Click on a category under "Reports" within the left-hand menu. One possible selection is "Compliance Reports". Then, select the type of report you would like to peruse—one possible selection would be the "Master Report".

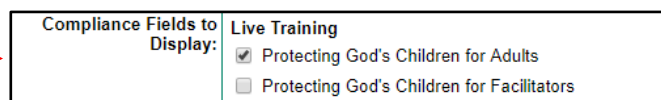
Or, please click on the quick link labeled "Master Report – Local level, Report to screen"



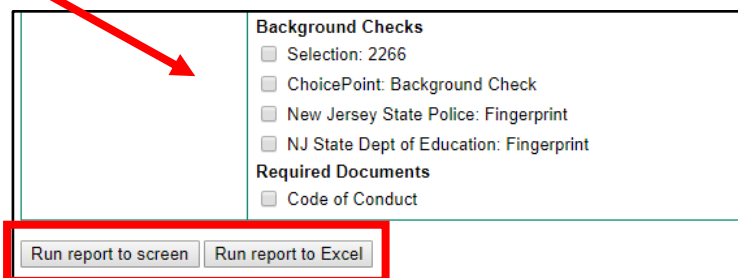
3. Select the specific location (the system will only allow one location to be selected at a time) and the desired parameters of the report. The Local Coordinator will be able to:



a. Continue to select the desired parameters of the report, including the checked boxes shown here for 'User Fields to Display' and 'Compliance Fields to Display'.

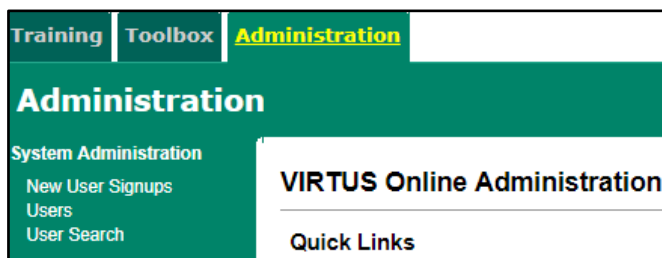


b. Choose to run the report directly to the screen where the ability exists to drill into a user's record or populate the report into Excel (populating the report into Excel allows the report to be saved onto the Local Coordinator's computer and allows the person to sort the data, and first 'save as' an Excel document).

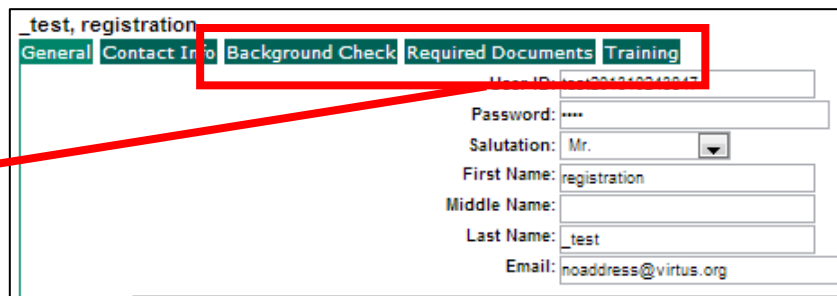


How do I review an account to see if a background check, required document, and training are completed on the individual record?

1. In order to review an account's main profile page, the Local Coordinator [Local Administrators] must first search for the user and click on the person's name to open up the profile. If the Local Coordinator is having difficulties locating an individual who has an account, please view the section in this document entitled, "How do I view my own location's employees and volunteers who have online registrations within VIRTUS Online"?



Once the user is selected, an approved record will have all of the following tabs associated within the account.



- a. To view the Background Check, select the "Background Check" tab to view the background check data and the answers to the questions asked during the registration process.

Background Screening						
Date	Type & Provider	Name Submitted	Run By	Report Location	Comments	Complete
02/15/2017	Fingerprint New Jersey State Police					Yes

- b. To view the 'Code of Pastoral Conduct', select the "Required Documents" tab.

Required Documents			
Document	Date Received	Recorded By	Comments
Code of Conduct	02/02/2017		

- c. To view the training, select the Training tab. From here, you will have the ability to print the certificate within the 'Status' column.

LIVE TRAINING			
Title	Date	Training Location	Status
Protecting God's Children for Adults	02/27/2017	St. Andrew the Apostle Parish & School	Approved

Approval Date: 02/02/2017