

How to Assign Someone the Background Check Link

You will log into www.virtus.org with your user id and password and go to the Administration tab.

Go to Users and search the person's name.

Make sure the person needs a new or updated background and or credit check by clicking on their background check tab.

The screenshot shows the VIRTUS Administration interface. At the top, there is a navigation bar with tabs: Toolbox, Training, Library, Facilitators, Educators, My Resources, Formacion, My Diocese, and Administration. A yellow arrow points to the Administration tab. Below this is a sub-header 'Administration' with a left-hand menu. A yellow arrow points to the 'Users' option in the menu. The main content area shows the profile for 'testfixroles, testfixroles'. A yellow arrow points to the 'Background Check' tab. The form contains the following fields: User ID: testfixroles; Password: masked with dots; Salutation: - Please select -; First Name: testfixroles; Middle Name: (empty); Last Name: testfixroles; Suffix: (empty); Email: trujillo@davenportdiocese.org. There is a button labeled 'Email account info'.

This screenshot shows the 'Background Check Information' page for the user 'testfixroles, testfixroles'. The 'Background Check' tab is selected. A yellow callout box states: 'You will notice this account shows no background check was done. So this account is not compliant.' Below this, a red message reads: 'There are no background checks on record for this user.' The page offers options to 'Record a background check for this user' and 'View background check criteria for your organization'. A 'Set Date' button is highlighted with a yellow arrow and a callout: 'You can "set date" for the person so they get the yellow background check link on their toolbox tab when they log into their VIRTUS account.' Below this is a section for 'Background Check Information' with fields for 'Alias 1', 'Alias 2', and 'Alias 3', each with 'first name' and 'last name' sub-fields. A 'Save alias information' button is at the bottom. A final callout box says: 'Click in the white box and you will see a calendar pop up you can select todays date from that OR you can type it in using: mm/dd/year, see below print screens.'

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testfixroles, testfixroles

General | **Contact Info** | **Background Check** | **Required Documents**

Background Screening

Next required background check date: 10/3/17

There are no background checks on record for this user.

Record a background check for this user

View background check criteria for your organization

Set next required date for background check for this user:

October 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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testfixroles, testfixroles

General | **Contact Info** | **Background Check** | **Required Documents** | **Training** | **Summary**

Background Screening

Next required background check date: 10/3/17

There are no background checks on record for this user.

Record a background check for this user

View background check criteria for your organization

Set next required date for background check for this user:

10/12/2018 

After the date is in the box, click on "Set Date".

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General | Contact Info | Background Check | Required Documents | Training | Summary

Background Screening

Next required date updated for this user.

Next required background check date: 10/12/18

You will notice: the text in green and the next required date is the date you set.

There are no background checks on record for this user.

Record a background check for this user

View background check criteria for your organization

Set next required date for background check for this user:

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



VIRTUS[®]Online

Toolbox | Training | My Resources | My Diocese

Toolbox

Policies Relating to Sexuality and Personal Behavior

My Report

Teaching Touching Safety Guide

Acronyms and Other Internet Shorthand

What is VIRTUS[®]?

Background Check

Are you an Employee in the Diocese of Davenport (IA), with a parish, Catholic school, or other diocesan entity?

YES

NO

Now the person can log into their VIRTUS account and they will see this as their first screen. They will not be able to advance till this is done.