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.

You will notice this account shows no background check was done. So this account is not compliant.

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.

Click in the white box and you will see a calendar pop up you can select today’s date from that OR you can type it in using: mm/dd/year, see below print screens.
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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:

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

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

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.