Guide for Current Employees and Volunteers
Accessing the Enhanced Essential 3 Online

*If you previously attended a VIRTUS session, please do not create a new account; you MUST log in using your existing account. Go to [www.virtus.org](http://www.virtus.org). Please see the guide below that should assist you in accessing your VIRTUS account:*

If you know your user ID and password, enter it here.

If you don’t remember your user ID and/or password, click this link and see below for accessing your information.

If the steps above do not give you access to your account, please contact your local safe environment coordinator. Do not click “First-Time Registrant” as this will prompt you to create a new, and duplicated, account.

If you don’t remember your user ID or email address, trying using this form. If this still doesn’t work, please contact your local safe environment coordinator. Do not click “Registration” as this will prompt you to create a new, and duplicated, account.
Before doing anything else in your account, please go to “Update my Account” at the bottom of your Toolbox (see the left side of this page for reference, the link is at the bottom). Make sure that the contact information is correct. Also ensure role and locations are correct. Your primary location should be your primary place of employment or volunteering. This is not necessarily your place of worship. The primary location will receive the background check results.

1 Please make sure to update your account information prior to submitting a background check. The primary location should be your primary place of employment or volunteering. This is not necessarily your place of worship. The primary location will receive the background check results.
ONCE YOU ACCESS THE BACKGROUND RECHECK:

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese?

☐ yes ☐ no

If you say yes, it will prompt a recheck. If you say no, it will prompt an initial check.

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese within the past three (3) years?

☐ yes ☐ no

Answer only if you completed a check within the past 3 years.

Are you a clergy, employee or a volunteer?

☐ clergy ☐ employee ☐ volunteer

Select employee or volunteer.

As clergy, employee and/or volunteer, have you been told that you will drive others as a part of your responsibilities? If unsure, please contact your supervisor or site coordinator.

☐ yes ☐ no

Saying yes will prompt a DMV check. If you drive on behalf of the parish/school, you will need to indicate “yes.”

As clergy, employee, and/or volunteer, have you been directed to handle $250 or more as a part of your responsibilities?

☐ yes ☐ no

Saying yes will prompt a credit check. Please only indicate yes if you actually handle cash as part of your job or volunteer responsibility. You will later be able to print a PDF “Summary of Your Rights under the Fair Credit Reporting Act” to retain for your records.

Click Continue to proceed.

Continue

Please only indicate yes to the other questions if you will be driving or handling money.

Code of Conduct

PDF

I am an employee in the Archdiocese of Saint Paul and Minneapolis. I have read this Code of Conduct for Employees/Volunteers and promise to abide by it.

I understand and agree that I am subject to periodic background checks, and am required to participate in Archdiocesan safe environment training commensurate with my role. I also understand that I may face consequences or discipline, up to and including removal from ministry for violations of this Code.

Full Name (first middle last): ________________

Today's Date: ____________

Acknowledge Code of Conduct

The Code of Conduct is also included in the background recheck process.
Mandatory Reporting Training

Please complete the Archdiocese of St. Paul & Minneapolis Mandatory Reporting Training. Download the Mandatory Reporting Training document, click on the PPT icon. Once review is complete, close the document screen, then answer the questions.

View the Mandatory Reporting (Reporting Suspected Abuse) PowerPoint and complete the questions that appear below. This can be found on your Toolbox and www.SafeCatholicSPM.org for future reference.

This is where you will consent to the background check, and if applicable driving and credit check(s).

Archdiocese of St. Paul & Minneapolis

Are you applying for employment in California, Minnesota, or Oklahoma? □ yes □ no
If so, would you like a copy of any Consumer Report prepared on you? □ yes □ no

Enter your Full Name (first and middle) in the box provided on the screen. (ie. John D. Smith)

Enter Today’s Date (in mm/dd/yyyy)

To proceed, click on the box containing the following statement:
By typing my name and today’s date, I state that I have read the Consumer Report Disclosure.

Please answer the 3 misconduct questions. If you answer yes to any of the questions, contact your local safe environment coordinator.

Once you enter your Social Security number, you will be directed to the Toolbox. If the yellow link for Keeping the Promise Alive is still present on your Toolbox, please complete as it is required. Your participation in the Enhanced Essential 3 will make our local Church a safe environment for all. Thank you for doing all that you can to protect God’s children, particularly the most vulnerable among us! If you require the background check results to be sent to another parish or Catholic school, please complete the form Background Check Report Sharing Pre-Service Applicant Release through your parish or Catholic school.