



# 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. Please see the guide below that should assist you in accessing your VIRTUS account:



The screenshot shows the VIRTUS login interface. It includes a 'User ID:' field, a 'Password:' field, a 'Forgot your Password? Click here' link, a 'Login' button, and a menu with options: 'Registration', 'Inscripción en Español / Español (acesso)', 'Help', and 'Update my account'. Blue arrows point from the explanatory text on the right to each of these elements.

If you remember 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.

New user registration only.

If the steps below do not help you in accessing your account info, click "Help" and look for the link for the VIRTUS Help Desk.

## Password Reset

If you have forgotten your password, but know the username or email address associated with this account, please e

Username or email address

GO

If you remember your user ID or email affiliated with the account, enter it here.

If you do not know your username, or if your email address is not on file, please call 1-888-847-8870 for assistance.

## Username Recovery

If you have forgotten the username and email address associated with your account, please complete the form below

First name

Last name

City

Zip code

GO

If you don't remember your user ID or email address, trying using this form. If this still doesn't work, try contacting the VIRTUS help desk (see the help link on the main page of VIRTUS).



Toolbox | My Diocese

## Toolbox

- Mandatory Reporting Training PowerPoint
- Mandatory Reporting Training Quiz
- Background Check
- Code of Conduct
- Keeping the Promise Alive
- Instructor-led Training
- Teaching Touching Safety Guide
- Acronyms and Other Internet Shorthand
- What is VIRTUS®?
- VIRTUS Online
- Protecting Children
- USCCB Current Resources
- USCCB Resource Booklet
- Update My Account
- Contact My Coordinator

Information on reporting suspected abuse.

Link to access the background recheck.

Link to the Code of Conduct. Based on your selection, it will direct you to Church Personnel or Adult Volunteer.

Link to access the background recheck.

Please make sure to update your account information, such as: primary location (as this will determine which location pays for the recheck); contact information; and your role at the parish, Catholic school, or Archdiocesan level.



## 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



**Please make sure you select yes if you have ever completed a background check through a parish, school, or the Archdiocese.**

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

Are you a clergy, employee or a volunteer?

clergy  employee  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

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

yes  no

Click **Continue** to proceed.

Continue

**Please select no to the driving and money questions unless your supervisor or Safe Environment Coordinator has informed you that this will be part of your role as an employee or volunteer.**

### Code of Conduct



[Code of Conduct](#)

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, by clicking the PPT icon. Once review is complete, close the document screen, then answer the questions.



Mandatory Reporting PPT (click here to view training)

**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](http://www.SafeCatholicSPM.org) for future reference.**

### Archdiocese of St. Paul & Minneapolis

#### Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization

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 middle last) in the box provided on the screen. (ie. John D. Smith)\*:   
Enter Today's Date (ie. 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.**

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

### Archdiocese of St. Paul & Minneapolis

#### Misconduct Questions

Answers to all questions are required.

Please answer **YES** or **NO** to the following questions:

**Please answer the 3 misconduct questions. If you answer yes to any of the questions, contact your employer or supervisor.**



The following information will be used only by the Background Screener.

Please enter the following information:

Social Security Number

111-11-1111

**Once you enter your Social Security number, you will be directed to the Toolbox or to complete the retraining video VIRTUS: Keeping the Promise Alive. 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!**