

DIOCESE OF MARQUETTE SAFE ENVIRONMENT
REQUIREMENTS FOR EMPLOYMENT and / or VOLUNTEERING

All employees* and volunteers MUST have a **Background Check** and a **Virtus account** so that the training, live or on-line, can be recorded and tracked.

Easy step-by-step process based upon situation:

LIVE TRAINING SESSION:

1. Live Virtus Safe Environment Training session is attended.
2. Virtus Account is set-up and training history is recorded by applicant when prompted. When sign-in sheets are received by Diocese (Marti), attendance will be verified.
3. National background check process is started by applicant and once notified by the company, a state background check is done by the diocese.
4. Once both background checks return "CLEAR", Diocese will add person to roster and notify School/Parish that applicant is ready to be employed / volunteer via semi-monthly e-mail updates. Updates can be done via phone upon request at any time.

ON-LINE TRAINING:

1. National background check process is started by applicant and once notified by the company, a state background check is done by the diocese.
2. Virtus Account is set-up by applicant.
3. When both background checks return "CLEAR", Virtus account is activated by diocese and On-line training module is assigned.

ONLY when all steps are completed, can the applicant begin their volunteer / employment role.

*Employees are required to complete the monthly on-line training modules sent to them via e-mail.

Questions can be directed to Marti at MTomasi@dioceseofmarquette.org or by calling (906)227-9155

CRIMINAL BACKGROUND CHECK

Instructions

The Diocese of Marquette requires volunteers who work with children or who have an opportunity to observe someone working with children, and all employees to complete a background check.

To complete a background check, go to www.dioceseofmarquette.org click *Protecting Children* on the header bar and then select *Criminal Background Check Application*.

Follow the link for: **First time users**
Enter your primary ministry site and the access code:

baraga1857

Complete the remainder of the page to set up your account.
Click Submit Registration.
You will go back to the log-in page. Enter your user ID and password.
Click Login.

Follow the prompts, as there are multiple forms to complete.

While you wait for the Diocesan Safe Environment Director to contact you, please refer to the SAFE ENVIRONMENT TRAINING Account Set-Up Instructions.

Thank you~

SAFE ENVIRONMENT TRAINING

Account Set-Up Instructions

Instructions for Registering for an On-line VIRTUS module

- Go to www.virtus.org
- On the left side of the screen, click First Time Registrant
- Click on Begin the registration process
- Select Marquette, MI (Diocese) in the drop down box
- Select a user name and password
- Fill in the fields with your information
- Select your parish or school where you volunteer/work
- Select yes or no based on your volunteerism/employment
- Select all the boxes that apply then type in the *Title or Diocesan Function* box what corresponds to your position
- Select the appropriate answers to the questions regarding minors
- DO NOT SELECT A TRAINING SESSION. Scroll to the bottom of the page and click "Complete Registration"
- Click "No" when asked if you want to register for a session
- You are now in the system. Contact Martha Tomasi at mtomasi@dioceseofmarquette.org and give him your name and that you need to be assigned an on-line training session.