

**RENEWAL Instructions for Current Volunteers
with Sacred Heart School/Parish (Glyndon)**

“Volunteers with Substantial Contact with Children”

**RENEWING
Volunteers**

-
- A) Were you “Approved” to volunteer with Sacred Heart School/Parish (Glyndon, MD) through the *Shield the Vulnerable* online compliance management system prior to June 2016? (YES / NO)
- B) Are you transferring from another School/Parish within the Archdiocese of Baltimore? (YES / NO)

If the answer to either of the above questions is **YES**, please follow the below step-by-step instructions or contact Mary Lee McCusker, Volunteer Screening Coordinator, Sacred Heart School/Parish, at mmccusker@shgparish.org or (410) 833-6877.

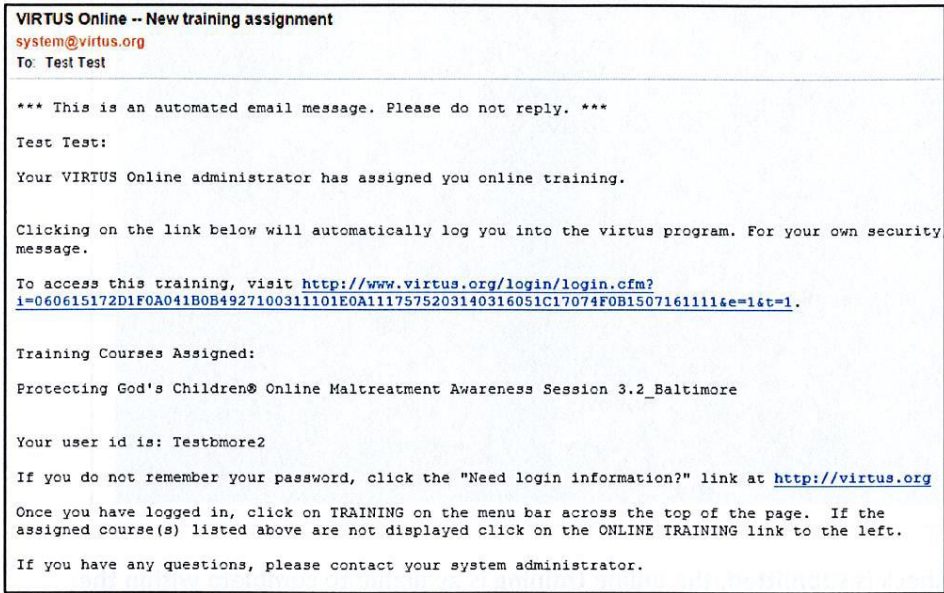
1. **Requirements** – An approved volunteer’s status must be renewed every five (5) years from the date of last background check. Therefore, the following must be completed, verified, and documented to renew current volunteer status:
- a. **Complete an ESR Background Check; and**
 - b. **Update/Complete Training (*Protecting God’s Children...3.2_Baltimore*).**

On 11/1/2017, all data for all current volunteers was transferred from the *Shield the Vulnerable* system to the new online compliance management system – **VIRTUS**. So that accounts and/or files are not duplicated, please continue with the below instructions.

2. **VIRTUS Account Information** –
- a. Within one (1) month of the expiration of your volunteer status, you should receive an email from Mary Lee McCusker (mmccusker@shgparish.org) with the Reference “IT’S TIME TO RENEW YOUR VOLUNTEER STATUS.” The email will provide you with your VIRTUS account information.
 - b. However, if you did not receive said email, please contact Mrs. McCusker to obtain your VIRTUS **User ID** and **Temporary Password**.
 - c. If your volunteer service requires you to drive on behalf of Sacred Heart School/Parish, please advise Mrs. McCusker at this time for separate instructions.

3. **Email Notification from VIRTUS** –
- a. When training is assigned to your VIRTUS account, an email will be sent to you by VIRTUS (system@virtus.org) with instructions to complete the assigned training. You will need your **User ID** and **Password** to login to the system (see step #2 above).
 - b. At this time, you can....
 - i. Click on the link within the email notification from VIRTUS; or
 - ii. Login to VIRTUS (<https://www.virtusonline.org>) by entering User ID and Temporary Password previously obtained.

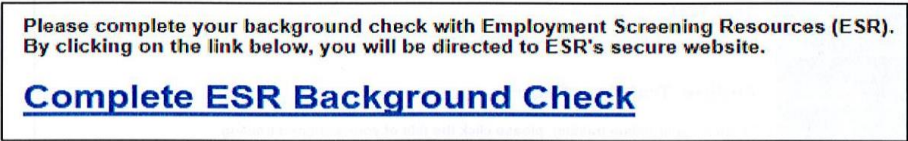
This is a SAMPLE of the email notification from VIRTUS.



4. **Background Check** –

a. The system has been prompted for you to update your background screening through ESR* (Employment Screening Resources). *NOTE: *All volunteers (and employees) within the Archdiocese of Baltimore are required to update and complete their background screenings through ESR.*

b. When you login to your VIRTUS account, you should see the following message:



c. Once this link has been clicked, the system directs you to the ESR Check Applicant Portal.



d. The ESR system will list the information needed for the ESR process:

What You Need "Before" You Begin:

Please check EACH box below to indicate that you have read, understand, and have the required information ready BEFORE you continue.

By checking this box, I hereby certify that I am at least 18 years of age. Those under 18 years old should contact the employer for further directions on how to proceed.

Personal Information

Social Security Number or International ID Number

Your current and prior residential addresses for the last 7 years where you lived, worked or studied. Complete addresses must be provided.

PLEASE NOTE: In some cases use of certain types of information may be restricted by law, rule or regulation. In those cases, you will not be asked to provide it.

- e. When you complete all required information and **submit** the same, please wait a few seconds for the system to process and give you a message that it was submitted successfully. At that time, please exit out and go back to your VIRTUS home page.
5. **Training** – As noted above (#3), you can access the training through the email notification, or by logging into VIRTUS and entering your account information. Once you are successfully in your account, simply click on the “TOOLBOX” tab and drop down to “Training”. Here is an example of what you may see on your screen on the VIRTUS page:

Letter from the Archbishop English Spanish	Test Test
Training	Online Training Courses
Acronyms and Other Internet Shorthand	To begin your online training, please click the title of your assigned training:
What is VIRTUS? VIRTUS Online Protecting Children USCCB Current Resources	<input checked="" type="checkbox"/> Protecting God's Children® Online Maltreatment Awareness Session 3.2_Baltimore Assigned: 01/28/2019 Due: 02/11/2019

6. **Update My Account** – When back at the home page on your VIRTUS account, click on the “Toolbox” tab on the left-hand side of screen. You will see an option to “**Update My Account.**” This can also be found at the top right-hand corner of screen. Click and update your password and all other information (i.e., address, phone number, email address, primary and additional locations).
7. **Questions/Concerns?** – *If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. If you have questions regarding your background check submission, please contact the ESR at 888-999-4474.*
8. **Confirm** - Once you have completed the background screening and the updated training, contact Mrs. McCusker via email (mmccusker@shgparish.org) so that we may continue to process of your VIRTUS account and your volunteer status. Thank you.

Mary Lee McCusker, Volunteer Screening Coordinator
Sacred Heart Parish/School (Glyndon, MD)
mmccusker@shgparish.org; (410) 833-6877