



## VIRTUS ACCOUNT CREATION ST. PAUL SCHOOL VOLUNTEERS

### A VIRTUS account/profile must be created in order to:

- Submit a request for a background check.
- Sign up for Safe Environment training classes.

### SECTION 1: Create a Username and Password

1. **Open** an Internet browser and **Navigate** to [virtus.org](http://virtus.org).
2. On the upper-left hand corner of the webpage **click Registration**.
3. **Click Begin the Registration Process** then, on the next page, **choose Seattle, WA (Archdiocese)** from the dropdown menu and **click Select**.

Note: You should see the Archdiocese of Seattle's Coat of Arms on the next page.

4. **Type** a Username and Password into the correct fields and **click Continue**.

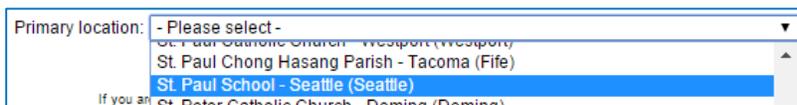
Tip: Write down your username and password somewhere secure in case you forget them.

5. **Type** your personal information into the required fields on the following page and **click Continue**.



### SECTION 2: Select Location(s) and Role(s)

1. **Choose St. Paul School - Seattle (Seattle)** from the dropdown menu and **click Continue**.



2. On the next page that opens:
  - a) If you DO NOT volunteer at multiple locations **click No**.
  - b) If you DO volunteer at multiple locations, **click Yes**, choose another location (or CYO Athletics) and **click Continue**. When you have entered all locations where you work or volunteer, **Click No**.

3. On the next page, **select Volunteer** and type a short description of what you do (see example) and **click Continue**.

4. You will then be asked if you are a CYO Coach or Seminarian. **IF YOU ASSIST WITH CYO ACTIVITIES IN ANY CAPACITY, PLEASE CHECKMARK THE CYO COACH BOX.**

5. **Click Continue.** If you did not check the CYO Coach box, you will need to answer the four questions on the next page. Unless you absolutely know that you will never drive on a field trip or never sell tickets, count pizza money, etc., please answer “Yes” to the first three questions so that you may volunteer at the school in any capacity.

### SECTION 3: SEP Policies - Download, Read, Confirm Understanding

1. **Click** the PDF thumbnail below each policy and download them onto your computer.
2. **Click** the checkboxes certifying that you have downloaded, read, and understand each policy.
3. **Type** your name and the date into the boxes at the bottom of the page and **click Continue.**
4. If you also checked the CYO Coach box, you must now repeat steps 1–3 above to complete the Coach Verification.

### SECTION 4: Sign Up for Class, Complete Background Check Information

1. You will be asked, “Have you already attended a VIRTUS Protecting God’s Children Session?” Assuming you are new to the Safe Environment program, please **click No.**
2. Select a class from the list on the next page that best suits your needs. After you submit, a pop-up window will open to confirm your choice.
3. Now **click** the Trak-1 hyperlink on the next page and a Trak-1 webpage will open in your browser.



4. Read both disclosures and **click Continue** after each.
5. Enter the information requested on the Applications page. All items marked with a red asterisk are required. **Click Continue.**
6. On the next screen, review the information you have entered.
  - a) **Click Back** to make any corrections.
  - b) **Click Submit Application** to submit it to TRAK-1 for processing.