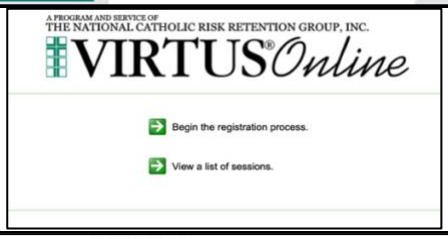
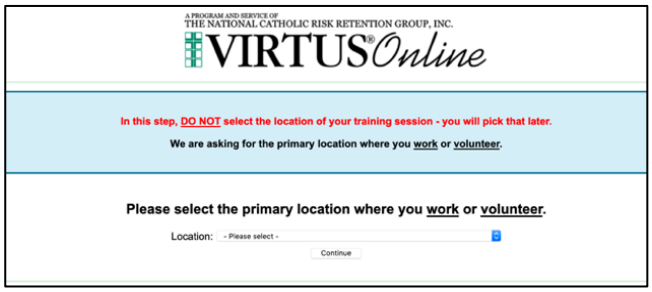
VOLUNTEER SAFE ENVIRONMENT COMPLIANCY REQUIREMENTS

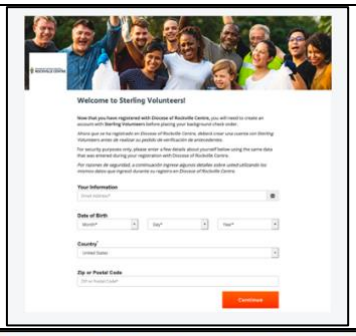
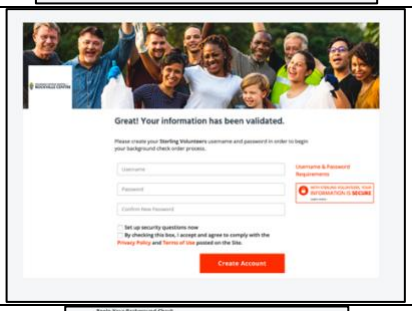
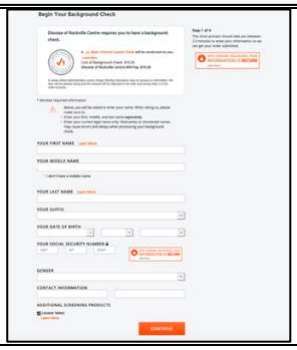
USER GUIDE FOR VOLUNTEERS WHO DO NOT HAVE A VIRTUS ACCOUNT

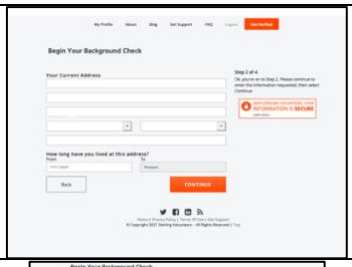
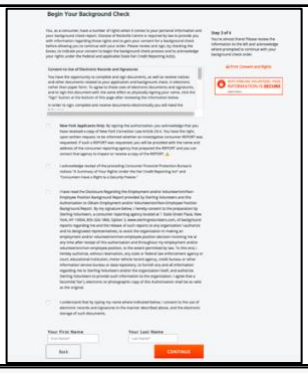
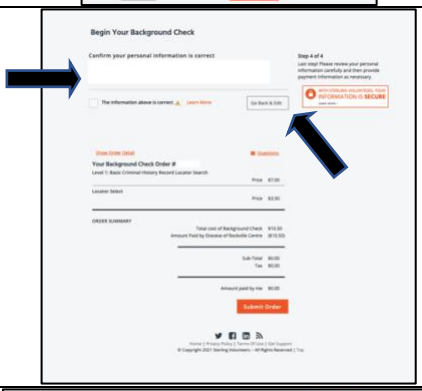
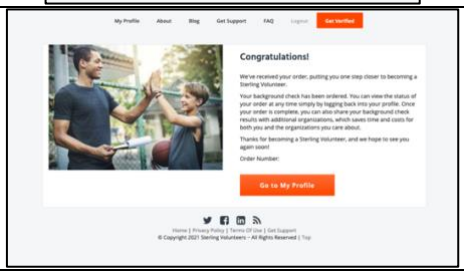
PROTECTING GOD'S CHILDREN/CODE OF CONDUCT/BACKGROUND SCREENING

www.virtusonline.org To complete the required Volunteer Compliancy requirements all volunteers must first create a Virtus account. 1. Click the green ***First-Time Registrant*** bar. 2. Clink link ***Begin the registration process***	 
Click pull-down and select the following organization: **Rockville Centre, NY – Safe Environment (Diocese)**	
Click ***Start Registration.***	
Create a ***User ID*** and ***Password*** Click ***Continue*** to proceed.	
Provide the information requested. Click ***Continue*** to proceed.	

Click pull-down and select a **PRIMARY** location. *If you are **volunteering for St Rose CYO** (ex. Coach, Asst Coach, Parent Helper), **select location ST. ROSE CYO**.* *If you are a Seasonal Worker **for St Rose CYO** (ex. Referee, Venue Monitor, Scorekeeper), **select location ST. ROSE CYO.*** *If you are **volunteering for a Church Ministry** (ex. Faith Formation, Eucharistic Minister, Usher, Outreach etc.), **select location ST. ROSE OF LIMA R.C. CHURCH (MASSAPEQUA).*** *If you are a **school parent, select location St. Rose of Lima School (Massapequa).*** **If you volunteer at multiple locations, select one location now and you will be prompted to add a second location in a future step.** Click ***Continue*** to proceed.	
Select primary role **VOLUNTEER**. *If you are a Seasonal Worker **for St Rose CYO** (ex. Referee, Venue Monitor, Scorekeeper), your primary role is Volunteer. **DO NOT** select employee.* If you are a catechist, select secondary role **CATECHIST.** Additionally, enter your ***Title or Position of Service*** in the box that best describes your role within the Diocese – ie. CYO Coach, CYO Season Worker, Catechist, Eucharistic Minister, School Parent, etc. Click ***Continue*** to proceed.	
Your current list of locations is displayed. If you need to add an additional location, click ***YES***, otherwise click ***NO***.	

Diocese Code of Conduct #1 Access the Code of Conduct PDF by clicking the ***Download*** link. After reading the Code of Conduct #1, click that you have read the document and provide your ***Electronic Signature.*** Click ***Continue*** to proceed.	
Diocese Code of Conduct #2 (if prompted) Access the Code of Conduct PDF by clicking the ***Download*** link. After reading the Code of Conduct #2, click that you have read the document and provide your ***Electronic Signature.*** Click ***Continue*** to proceed.	
Click ***NO***. **Note**: These instructions are for **NEW** Virtus account holders and therefore you should have not already attended the **Protecting God's Children** session. **If you have already attended the session**, please contact your local Virtus administrator to ensure you do not an account under a different user-id. Please have your Virtus certificate available.	
If you chose ***NO*** in the previous step, you will be presented with a list of available sessions. Select the session you wish to attend by clicking the circle button. Click ***Continue*** to proceed. ********** If you chose ***YES,*** contact your local Virtus administrator before proceeding. See Note in previous step.	 **********

Background Screening Select the circle button that applies to you to begin the screening process. Click ***Continue*** to proceed.	
This screen details information about the Background Screening. Please read and click link ***Begin your Sterling Volunteers Background Check*** to proceed.	
Provide the information requested. Click ***Continue*** to proceed.	
Create a User ID and Password Click ***Create Account*** to proceed.	
Provide the information requested. Click ***Continue*** to proceed.	

Provide the information requested. Click ***Continue*** to proceed.	
Read the ***Consent to Use of Electronic Records and Signatures***. Read and select all circle buttons and provide your ***Electronic Signature.*** Click ***Continue*** to proceed.	
Confirm your personal information. Edit (if necessary) then select ***The information is correct*** button. Click ***Submit Order.***	
Registration is complete.