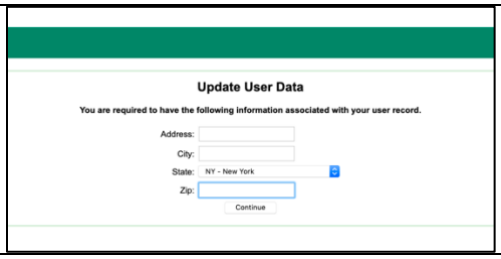
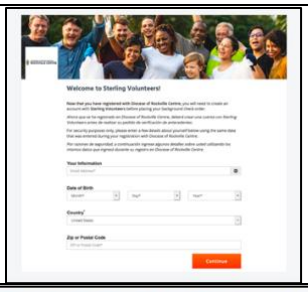
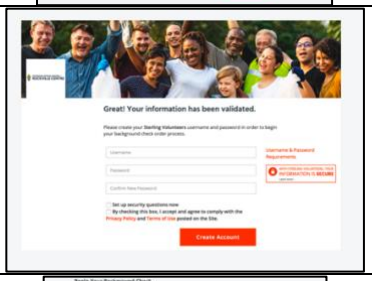
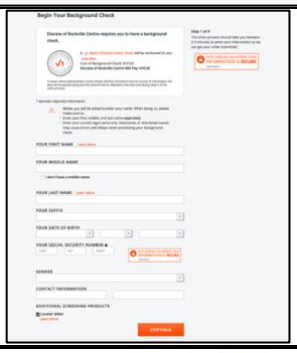
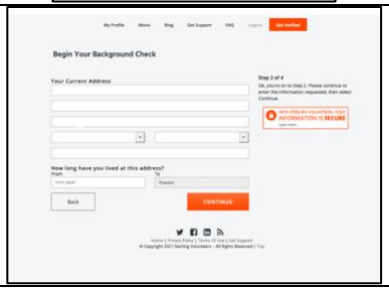
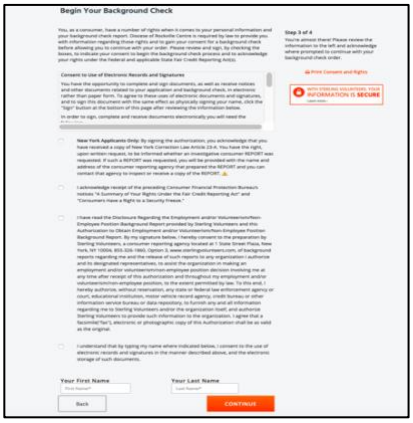
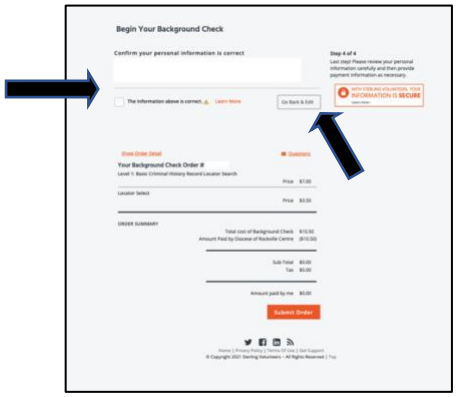
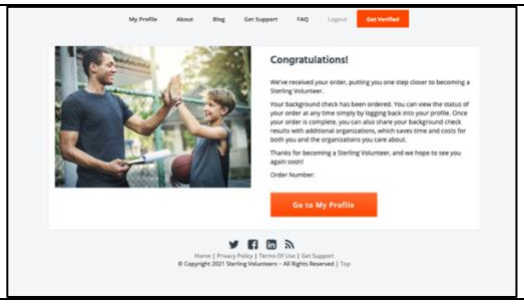
VOLUNTEER SAFE ENVIRONMENT COMPLIANCY REQUIREMENTS

USER GUIDE FOR VOLUNTEERS WHO HAVE A VIRTUS ACCOUNT

CODE OF CONDUCT/BACKGROUND SCREENING ONLY

www.virtusonline.org To complete the required Volunteer Compliancy requirements, log into your Virtus account. Enter ***User Id*** and ***Password.*** Click ***Sign In*** to proceed.	
Provide the information requested. Click ***Continue*** to proceed.	
Diocese Code of Conduct Access the Code of Conduct PDF link. After reading the Code of Conduct, click that you have read the document and provide your ***Electronic Signature.*** Click ***Continue*** to proceed.	
Provide the information requested. Click ***Continue*** to proceed.	
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.