



# Guide for Current Employees and Volunteers Accessing the Enhanced Essential 3 Online

If you previously attended a VIRTUS session, please do not create a new account; you **MUST** log in using your existing account. Go to [www.virtus.org](http://www.virtus.org). Please see the guide below that should assist you in accessing your VIRTUS account:

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTI



Home About Us Services / Programs

**LOGIN FOR EXISTING ACCOUNTS**

**Username:**

**Password:**

Need login information?

**FIRST-TIME REGISTRANT**

If you know your user ID and password, enter it here.

If you don't remember your user ID and/or password, click this link and see below for accessing your information.

If the steps above do not give you access to your account, please contact your local safe environment coordinator (Jill Skaife, [jiskaife@seasparish.org](mailto:jiskaife@seasparish.org) or 651-437-4254).

**Do not click "First-Time Registrant" as this will prompt you to create a new, and duplicated, account.**

## PASSWORD RESET

If you have forgotten your password, but know the username or email address associated with this account, please enter it below

Username or email address

If you remember your user ID, enter it here. Or enter your email address

## USERNAME RECOVERY

If you have forgotten the username and email address associated with your account, please complete the form below to attempt to retrieve your username.

First name

Last name

City

Zip code

If you don't remember your user ID or email address, trying using this form. If this still doesn't work, please contact your local safe environment coordinator. Do not click "Registration" as this will prompt you to create a new, and duplicated, account.



Before doing anything else in your account, please go to **“Update my Account”** at the bottom of your Toolbox (see the left side of this page for reference, the link is at the bottom). Make sure that the contact information is correct. Also ensure role and locations are correct. Your primary location should be your **primary place of employment or volunteering**. This is not necessarily your place of worship. The primary location will receive the background check results. Follow steps 1 – 4 noting that they are not in order from top to bottom of this page.

Toolbox My Diocese

**Toolbox**

Mandatory Reporting Training PowerPoint

Mandatory Reporting Training Quiz

Background Check

Code of Conduct

Keeping the Promise Alive

Instructor-led Training

Teaching Touching Safety Guide

Acronyms and Other Internet Shorthand

What is VIRTUS®?

VIRTUS Online

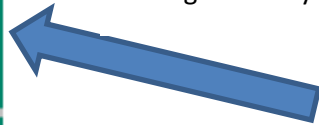
Protecting Children

USCCB Current Resources

USCCB Resource Booklet

Update My Account

Contact My Coordinator



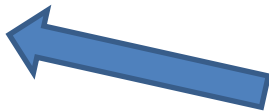
**2**

Information on reporting suspected abuse.



**3**

Link to access the background recheck. **Please update your location under “Update my Account” prior to submitting a recheck.**



**4**

Link to access the online video for safe environment retraining: *Keeping the Promise Alive*. The video requires approximately 30 minutes. **After the video, there are 5 questions.** See screen shot below.

### Keeping the Promise Alive

Your Score: 0% (0 points)

Passing Score: 80% (0 points)

Result:

 Congratulations, you passed.

You can click the 'Review Quiz' button for a play-by-play recap of your results.

**This shows you completed KPA.**

**There is a glitch that your score will show 0%, but that is OK. As long as the Result indicates a green check mark and “Congratulations, you passed” you can then exit out of the video.**



**1**

Please make sure to update your account information **prior to submitting a background check**. The primary location should be your **primary place of employment or volunteering**. This is not necessarily your place of worship. The primary location will receive the background check results.



## ONCE YOU ACCESS THE BACKGROUND RECHECK:

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese?

yes  no



If you say yes, it will prompt a recheck. If you say no, it will prompt an initial check.

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese **within the past three (3) years?**

yes  no



Please answer NO to this question so that you can complete the process.

Are you a clergy, employee or a volunteer?

clergy  employee  volunteer

Select employee or volunteer.

As clergy, employee and/or volunteer, have you been told that you will drive others as a part of your responsibilities? If unsure, please contact your supervisor or site coordinator.?

yes  no

Saying yes will prompt a DMV check. If you drive on behalf of the parish/school, you will need to indicate "yes."

As clergy, employee, and/or volunteer, have you been directed to handle \$250 or more as a part of your responsibilities?

yes  no

Saying yes will prompt a credit check. Please only indicate yes if you actually handle cash as part of your job or volunteer responsibility. You will later be able to print a PDF "Summary of Your Rights under the Fair Credit Reporting Act" to retain for your records.

Click **Continue** to proceed.

**Continue**

Please only indicate yes to the other questions if you will be driving or handling money.

### Code of Conduct



[Code of Conduct](#)

I am an employee in the Archdiocese of Saint Paul and Minneapolis. I have read this Code of Conduct for Employees/Volunteers and promise to abide by it.

I understand and agree that I am subject to periodic background checks, and am required to participate in Archdiocesan safe environment training commensurate with my role. I also understand that I may face consequences or discipline, up to and including removal from ministry for violations of this Code.

The Code of Conduct is also included in the background recheck process.

Full Name (first middle last):

Today's Date:

**Acknowledge Code of Conduct**



### Mandatory Reporting Training

Please complete the Archdiocese of St. Paul & Minneapolis Mandatory Reporting Training. Download the Mandatory Reporting Training document, by clicking the PPT icon. Once review is complete, close the document screen, then answer the questions.



[Mandatory Reporting PPT \(click here to view training\)](#)

**View the Mandatory Reporting (Reporting Suspected Abuse) PowerPoint and complete the questions that appear below. This can be found on your Toolbox and [www.SafeCatholicSPM.org](http://www.SafeCatholicSPM.org) for future reference.**

### Archdiocese of St. Paul & Minneapolis

#### Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization

Are you applying for employment in California, Minnesota, or Oklahoma?  yes  no  
If so, would you like a copy of any Consumer Report prepared on you?  yes  no

Enter your Full Name (first middle last) in the box provided on the screen. (ie. John D. Smith)\*:   
Enter Today's Date (ie. mm/dd/yyyy)\*:

To proceed, click on the box containing the following statement:  
**By typing my name and today's date, I state that I have read the Consumer Report Disclosure.**

**This is where you will consent to the background check, and if applicable driving and credit check(s).**

### Archdiocese of St. Paul & Minneapolis

#### Misconduct Questions

Answers to all questions are required.

Please answer **YES** or **NO** to the following questions:

**Please answer the 3 misconduct questions. If you answer yes to any of the questions, please provide a brief description and contact your local safe environment coordinator.**

Please complete your background check with McDowell Agency. By clicking on the link below, you will be directed to McDowell Agency's secure website. Information that you provide will be used by the McDowell Agency to securely complete a background check, and if applicable, a credit and DMV check.

**Make sure to hit "Begin McDowell Agency Background Check."  
You will then enter your Social Security Number (required).**

THE MCDOWELL AGENCY, INC  
BACKGROUND SCREENING

The following information will be used only by the Background Screener.

Please enter the following information:

Social Security Number

111-11-1111

**Once you enter your Social Security number, you will be directed to the Toolbox. If the yellow link for *Keeping the Promise Alive* is still present on your Toolbox, please complete as it is required. Your participation in the Enhanced Essential 3 will make our local Church a safe environment for all. Thank you for doing all that you can to protect God's children, particularly the most vulnerable among us! If you require the background check results to be sent to another parish or Catholic school, please complete the form Background Check Report Sharing Pre-Service Applicant Release through your parish or Catholic school.**