

TO ATTEND A FIELD TRIP AS A CHAPERONE FOR YOUR CHILD OR TO COACH/MODERATE A TEAM/CLUB, you must complete the following steps at least two weeks prior to the event.

Please register online for a Virtus account. This is the archdiocesan platform to track each volunteer's safe environment training and background checks. You must renew your safe environment and background check every three years.

1. Go to <http://www.virtusonline.org>
2. On the left side of the screen, click on **First-Time Registrant** to begin registration.
3. Select the name of your organization – **New Orleans (Archdiocese)** from the pull down menu by clicking the downward arrow. Then click **Select**.
4. Create a User ID and Password you can easily remember.
5. Provide **all** the information requested. Click **Continue** to proceed.

6. **THIS IS THE MOST IMPORTANT STEP!**

Select the PRIMARY location. MAKE SURE YOU CHOOSE "Our Lady of Prompt Succor **SCHOOL**" as your primary location. DO NOT CHOOSE the Parish. Click **Continue**.

7. Your role is a Volunteer. Click **Continue**.
8. Answer the questions presented. Click **Continue**.
9. There will be four documents you must read and attest to. **Confirm** by clicking on "I have downloaded, read, understand, and abide by this document" and enter your full name and today's date. Click on each one and **Continue**.
10. Review four questions and answer. **Continue**.
11. You will need to complete Online Safe Environment Training – Protecting God's Children Online Awareness Session 4.0 If you do not have the option to choose training, let the School know so that the required Training Module can be assigned.
12. Last, you will need to order a background check. The cost of the background check is \$25 per individual and must be paid by the individual directly to the school. You **cannot** pay for this through Virtus or Fastrax. Please order the background check and send your check to your homeroom teacher in an envelope labeled with your name and "BACKGROUND CHECK." You may also pay online through the school website (www.olpsschool.org) by clicking on "Pay Online/Bookstore" at the top of the website. Your order for a background check will not be released by the school until we receive payment.
13. If you have any problems, email pchauff@olpsschool.org and we will work with you to solve them.