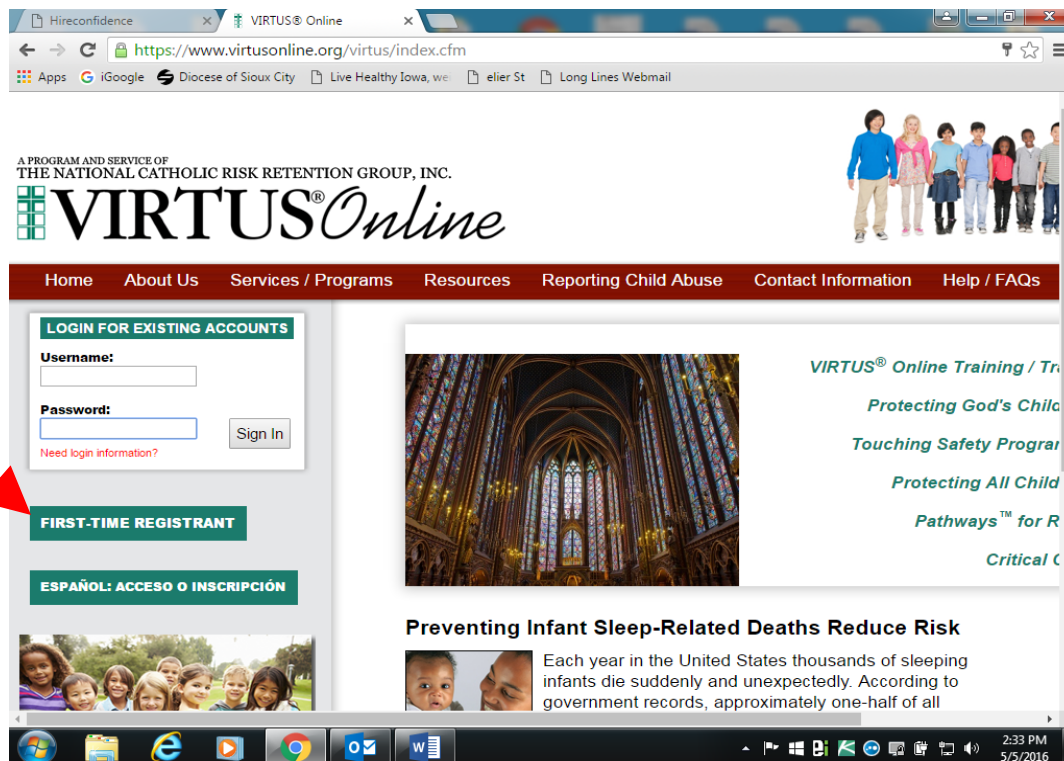


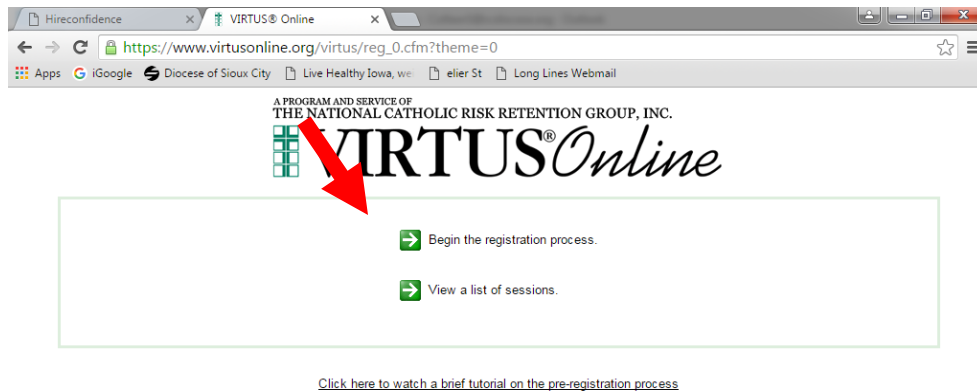
## How to register into the Virtus system and complete your background check

Candidates for employment and new volunteers working with children should follow the steps outlined below to register into the Virtus database and complete their background check. All job offers are contingent upon clearance of a diocesan-run background check. Please call Dan Ellis in the Office of Safe Environment (712 233 7517) if you need assistance with this process.

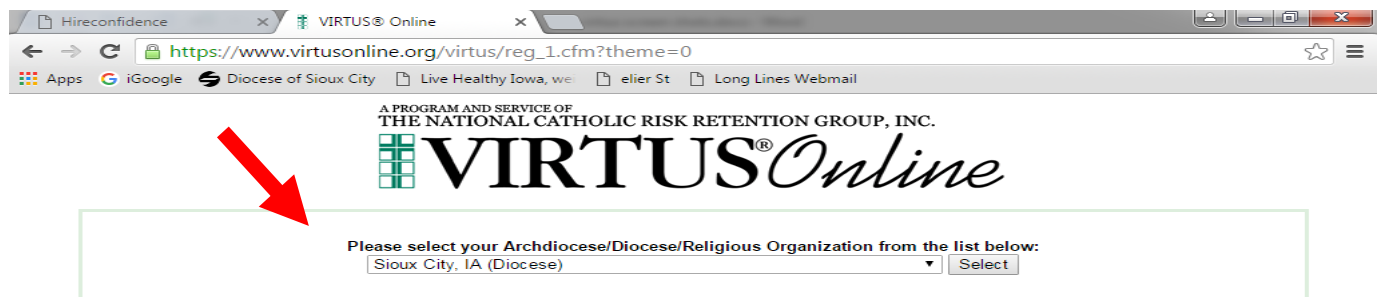
First, go to Virtus.org and click on the First-Time Registrant link



Next screen, click on Begin the registration process



## Select Sioux City Diocese from the drop-down menu



Continue filling the information in on the next few screens to create your Virtus account: User ID, password, address, phone, and your parish or school location. The last page of Virtus Registration will give you a link to Clear Star, the company who does our background checks. Click on this link to be taken into the Clear Star to fill out your background check form.



You will see the Clear Star Background check portal page. Follow the system instructions to complete your background check. You will need your driver's license and social security numbers. This form should be completed in one sitting – once you close out of the form you cannot get back in. You need to complete this form on a computer – not a tablet or phone. Read the instructions carefully and call the Safe Environment office if you need help or have questions. (712 233 7517) or email [dane@scdiocese.org](mailto:dane@scdiocese.org)