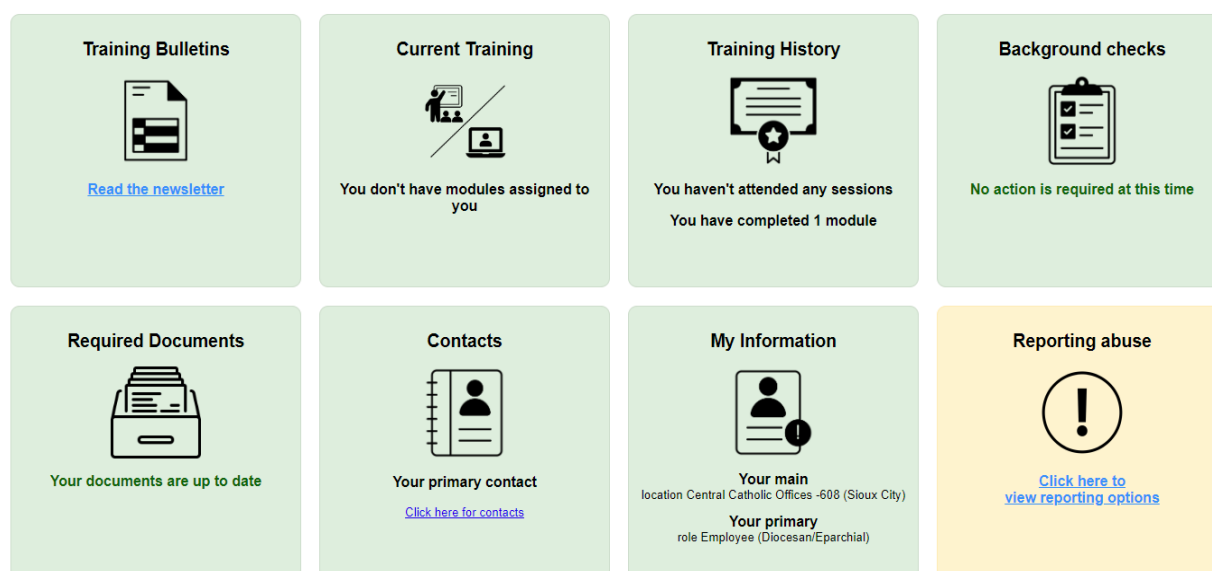


The Diocese requires that all users complete a new criminal background check every five years. The user will receive an email from Virtus notifying them that their background check has expired, and they will need to log back into their account to complete the rescreening process. Some users may not receive email reminders from Virtus.com, usually because they have changed their active email, or the emails are going to a spam file. Be sure to periodically check your spam file, but also it may help to set up reminders in Outlook to regularly log into your VIRTUS account to read bulletins and to see if you need to complete a background rescreening.

After logging into your VIRTUS account, your home screen will display these eight blocks.



If a rescreen is required, you will notice that the block for Background Checks will be in **red** & will let you know that you have an expired background check. To begin the process, click on the box.

Background Checks



You have an expired
background check

Please make sure to enter your Date of Birth.

Update User Data

As a part of submitting a background check, please enter your date of birth.

Date of Birth: *

To begin the process, please click on the link that says: [Complete ClearStar Background Check](#)

Background Check

Please complete your background check with Employment Screening Resources (ClearStar). By clicking on the link below, you will be directed to ClearStar's secure website.

[Complete ClearStar Background Check](#)

Then make sure to read and accept the terms.



Please read and accept the terms below. *Entire document must be reviewed prior to accepting*

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

If by chance, you close out of the ClearStar background check, you will be unable to get back in. Please notify Dan Ellis at dane@scdiocese.org or 712-233-7517, for him to reset it.