



DIOCESE OF SIOUX CITY

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Safe Environment

Guide for Registration Process/ Employees & Volunteers

The US Conference of Catholic Bishops requires that all dioceses comply with its Charter for the Protection of Children and Youth. This charter spells out the conditions for allowing employees and volunteers to have contact with children and youth at any church facility, sponsored program and field trips. This Guide will outline the steps a new volunteer, or employee must follow when registering with the Virtus database. There are a series of screenshots available at the end of this Guide to assist in the registration process.

1. Log into virtus.org and create the First -Time Registrant account link.
2. Read and consent to the Diocese Code of Conduct.
3. Watch the Protecting God's Children online video. This video takes about an hour to complete. The new user can opt to watch the video later, but must be completed within 30 days of creating an account.
4. The final step is to follow the link to Clearstar for completing the background check. Just click on the link provided. Clearstar is an external company the Diocese uses to perform criminal background checks. If a Credit History is required please contact the Office of Safe Environment to arrange this. This criminal background check must be initiated at the time of creating an account in Virtus. If the user logs out before completing the background check process they will **not** be able log back in later to complete the background check. The user will then need to contact the Office of Safe Environment (712-233-7517, or dane@scdiocese.org) for assistance. The new user will need their social security number and their driver's license to complete the background check process once on the Clearstar site.
5. Once the criminal background check has cleared and is approved a designated individual at the parish, or school will be notified.

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.

Virtus will also send out emails each month reminding the user that they will need to log into their account to read the bulletin for that month. Most users are required to read the monthly bulletins, however there may be a few users who do not have contact with children and youth and are not required to read bulletins.

If a user discontinues their role at the parish, or school and does not anticipate being active again in the future they must contact the locally designated individual, or the Diocese Safe Environment Department that they wish to have their Virtus account made inactive. If the user later wishes to return active status they must recontact the local contact, or the Diocese to change their status to active again.

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

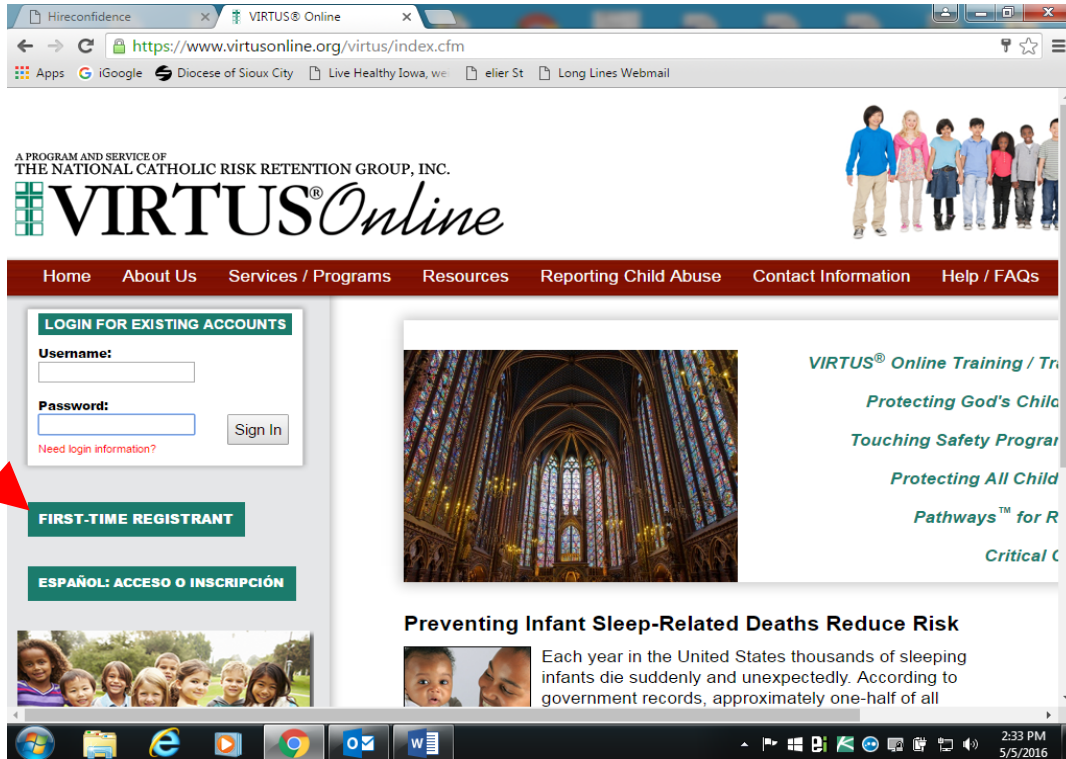
Candidates for employment and new volunteers working with children should follow the steps outlined below to register into the Virtus database and complete their background check. All job offers are contingent upon clearance of a diocesan-run background check. Please call Dan Ellis in the Office of Safe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

First, go to Virtus.org and click on the First-Time Registrant link. Background checks have been completed and approved on the following individuals:

We recommend that you retain a copy of this memo for your records. We do not recommend placing a copy of this memo in each individual's personnel or volunteer file as that may cross lines of confidentiality. Please let me know if you have any questions or concerns. Thank you.

Background checks have been completed and approved on the following individuals:

We recommend that you retain a copy of this memo for your records. We do not recommend placing a copy of this memo in each individual's personnel or volunteer file as that may cross lines of confidentiality. Please let me know if you have any questions or concerns. Thank you.



The screenshot shows the VIRTUS Online website interface. At the top, there is a navigation menu with links: Home, About Us, Services / Programs, Resources, Reporting Child Abuse, Contact Information, and Help / FAQs. Below the navigation menu, there are three main sections:

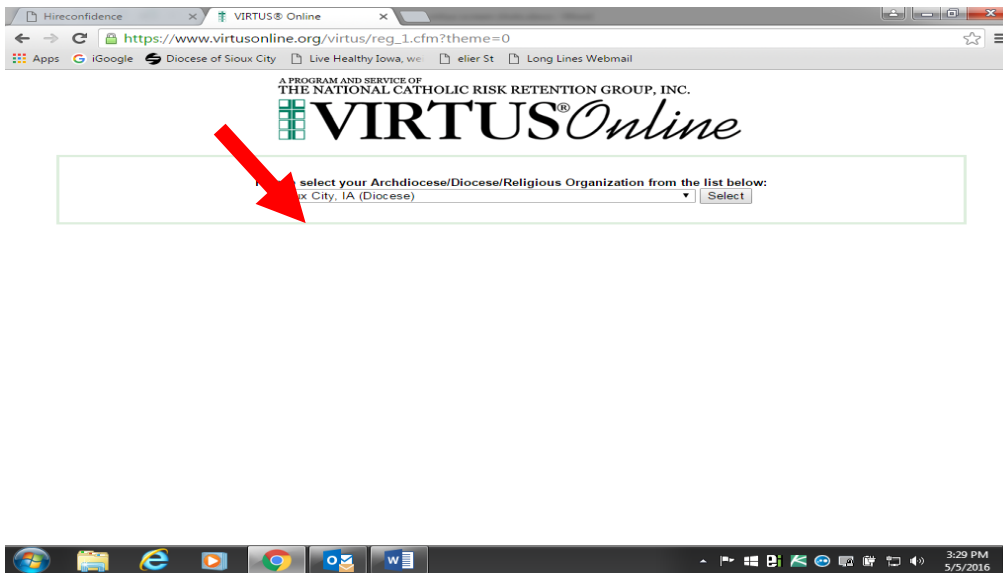
- LOGIN FOR EXISTING ACCOUNTS:** A form with fields for Username and Password, and a Sign In button. A red arrow points to this section.
- FIRST-TIME REGISTRANT:** A button for new users.
- ESPAÑOL: ACCESO O INSCRIPCIÓN:** A button for Spanish language access.

Below these buttons, there is a large image of a cathedral interior and a section titled "Preventing Infant Sleep-Related Deaths Reduce Risk" with a small image of a baby and text explaining the risk.

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. This process also includes reading and consenting to the Diocese Code of Conduct, as well as watching the Protecting God’s Children online video training which must be completed within 30 days of creating your account.

The last page of Virtus Registration will give you a link to ClearStar, the company who does our background checks. Click on this link to be taken into the ClearStar system to fill out your background check form.


Thank you for completing the registration process.

You have registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account.

Please complete your background check with Clearstar.
By clicking on the link below, you will be directed to Clearstar's secure website.

[Complete Clearstar Background Check](#)

You will need to return to www.virtus.org if you log out prior to completing the online training session and re-enter your user id and password.



You will see the ClearStar Background check portal page (shown below). 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

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.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.