Virtus Safe Environment Requirements for Employees & Volunteers

The key to our commitment to safe environments in our parish, school and community is for all employees and volunteers working with children to fulfill the Archdiocesan Safe Environment Requirements which includes online and paper documents.

NEW EMPLOYEES & VOLUNTEERS

To ensure successful completion of the requirements, follow the information below before creating your VIRTUS account. If you have an existing VIRTUS account, contact Pam LeVesseur at plevesseur@holytrinityssp.org or 651-455-6004 for assistance so your account can be updated prior to login.

Paper Requirements:
The following paper forms must be completed and returned to Pam LeVesseur at Holy Trinity
- Volunteer Application (all volunteers)
- 123B.03 Informed Consent Form (all parish/school employees and school volunteer coaches)

VIRTUS Online Requirements:
- Code of Conduct
- Background Check
- Safe Environment online training

Total Time Commitment: Approximately 95 minutes

⚠ ATTENTION:

- Employees and volunteers may not begin service until approved by your Safe Environment Coordinator**.**
- Incomplete VIRTUS accounts are deleted after 30 days and you will be required to start over.
- If you previously created a VIRTUS account, do not create an additional/new account.
- If you are unable to access an existing VIRTUS account, contact your Safe Environment Coordinator.
- To retrieve or reset your login information, click "**I NEED LOGIN HELP"** on the VIRTUS home page.

Technical Tips:
- Do not use a cell phone or tablet. Use Chrome web browser from a computer.
- Do not log in on multiple devices. If you changed devices, log out completely and restart the first device.
- Allow pop-ups. Enable *Adobe Flash Player* and *Javascript.*
- Do not close tabs until instructed.
- Do not use the "page back" or "page forward" buttons on the web browser.
- Only use the buttons on the screens, such as "Continue", "Next", "Previous".
- Fast-forwarding the training module will cause the module to lock up and force you to start over.

Instructions:

- **Go to the VIRTUS website: www.virtusonline.org**
- Click **First Time Registrant**
- Click **Begin the Registration Process**
    - ❗ **Select Your Organization**: *Carefully choose* **St. Paul and Minneapolis, MN (Archdiocese)**
    - ❗ **Enter your full legal name. Do not use nicknames or punctuation.**
    - ❗ **Primary location**: When asked for your location, please choose one of the following:
        a) "**Holy Trinity School (South St. Paul)**" if you are primarily volunteering/working in the school.
        b) **"Holy Trinity (South St. Paul)"** if you are primarily volunteering/working in the parish.
        c) Please DO NOT Choose Both.
    - ❗ Carefully read and follow the instructions on the website in the order presented.
    1) Complete the **Code of Conduct**.
    2) Complete the **Background Check** application.
        ◦ The application will open in the McDowell Agency website.
        ◦ Social Security Number (SSN) is required.
        ◦ Click **Submit** at the end of each step to proceed.
        ◦ A note will appear on the screen to confirm the application has been successfully submitted.
        ◦ Click **Return to VIRTUS** to begin your online training module.
    3) Complete **Safe Environment Training** (approximately 75 minutes).

Paper Requirement Listed Above: Please return to Pam LeVesseur via the parish or school office.

Confirm that you have completed all requirements with your Safe Environment Coordinator

CURRENT EMPLOYEES & VOLUNTEERS

Employees and Volunteers must be current with Safe Environment (E3) requirements (www.virtusonline.org) at all times.

- You will receive automated notices from the VIRTUS system when requirements are due.
- You must maintain a current email address in your VIRTUS account to receive notifications.
- Please complete requirements promptly.
- Overdue VIRTUS accounts will be made "inactive" and you will not be allowed to volunteer.
- If you believe you are a current volunteer, but cannot get into your account, contact Pam LeVesseur

Employees & volunteers from other Archdiocese locations who are new to Holy Trinity may need to complete additional paperwork to be E3 compliant at Holy Trinity, but would not need to create a new VIRTUS account.

More Information

The Archdiocese requires updates to these requirements every three years.

For more information about Safe Environment in the Archdiocese of Saint Paul & Minneapolis https://safe-environment.archspm.org/, Archdiocese Victim Assistance Hotline: 651-291-4475

Questions, to update or reactivate your account, please contact Pam LeVesseur, Holy Trinity Safe Environment Coordinator plevesseur@holytrinityssp.org or 651-455-6004.

God bless you for your commitment to our students!