

## Prompting a background check in Virtus:

There may be times when either a user does not designate themselves correctly, or is adding additional roles. (ex: moving from a volunteer to an employee/educator) These times may require you as a local administrator to request an additional background check on a user in your system. Please follow the directions below. After prompting the background check, the next time a user logs into Virtus, the system will ask them to fill in information for their background check.

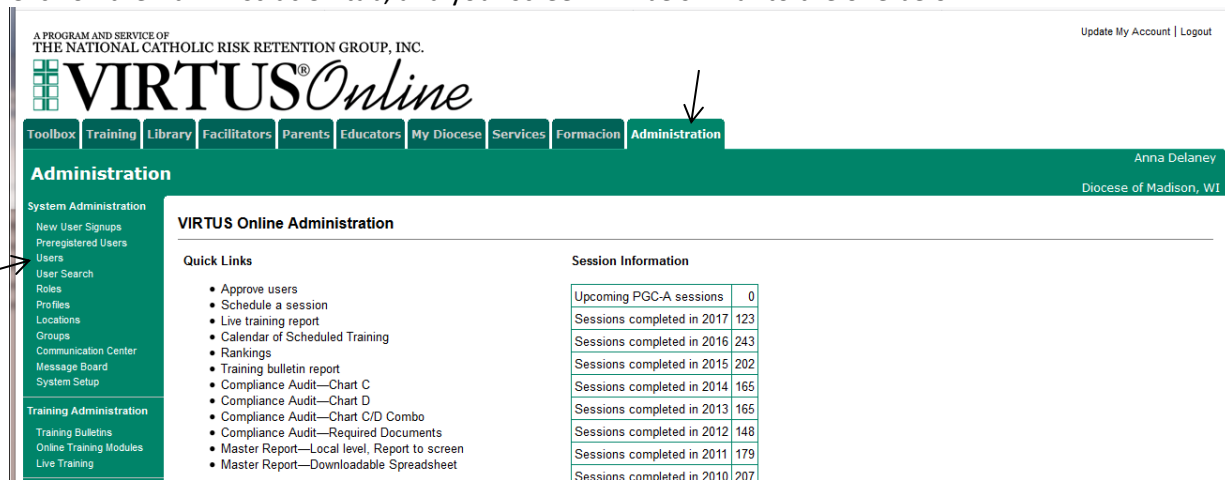
- 1) Please login to the Virtus system at the following location:

<https://www.virtusonline.org/virtus/index.cfm>

You will see a screen similar to the one below, where you will log in:



- 2) Click on the **Administration** tab, and your screen will be similar to the one below:



Session Information	
Upcoming PGC-A sessions	0
Sessions completed in 2017	123
Sessions completed in 2016	243
Sessions completed in 2015	202
Sessions completed in 2014	165
Sessions completed in 2013	165
Sessions completed in 2012	148
Sessions completed in 2011	179
Sessions completed in 2010	207

- 3) Over on the left side, in the green area, you will search for your user under the **Users** area. Your screen will look similar to the one below: Enter in the last name you are searching for and please check mark the box: **Show inactive users** to make sure that you will see all the possible results for your search. Click **Search**.



## Administration

Anna Delaney

Diocese of Madison, WI

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## Users

☐ Show Inactive Users

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Displaying records 1 - 100 of 5000

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Regular Licenses: Total = 2000 | Available = 1802

Your search resulted in 16399 results.  
This screen is displaying the TOP 5000 results

Last Name	First Name	User ID	User Profile
Abbott --	Eric	edabbott	User
Abdon --	Tammy	abdontm	User
Abel --	Alexis	arabel@wisc.edu	User
Abel --	Jean	artmama1	User
Abel --	Rachel	rachel.abel-38191	User
Abel --	Joseph	charles.james	User
Abell --	Marcie	meabell	User
Abelman --	Linda	lindaabelman	User
Aberle --	Adam	aaberle	Default
Abing --	Elizabeth	elizabeth.abing-40186	User
Abney --	Aja	ajaabney	User
Abounader --	Kelly	kelly.abounader	User
Abraham	Elizabeth	bettyabe	User
Abrajan --	Cathryn	abrajan5	User
Abrajan --	Cindy	cindyabrajan	User

- 4) You will see your results listed below. Please note that Inactive users have a small (Inactive) indication in RED and those users cannot log in, until the Diocese has switched the user to Active.



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Displaying records 1 - 9 of 9

Regular Licenses: Total = 2000 | Available = 1802

Last Name	First Name	User ID	User Profile
Delaney	Anna	annadelaney	Administrator
Delaney --	Daniel	DelaneyD	User
Delaney --	Erin	DelaneyE	User
Delaney --	Justine	Katieroo	User
Delaney --	Patrick	disgruntled	User
Delaney -- (inactive)	Stephanie	mommy4life	User
Delaney - Local Admin --	Anna	ADelaneyLady	User
McMillan -- (inactive)	Delaney	DelaneyMcMillan	User
Steele --	Angelica	angelsteele	User

\* Continuing training using printed materials  
\*\* Continuing training not required

Displaying records 1 - 9 of 9

- 5) After clicking on the user, you will see a screen shot similar to below:

Delaney, Anna

General Contact Info Private Background Check Required Documents Training Summary

User ID:

Password:

Salutation:

First Name:

Middle Name:

Last Name:

Email:  [Email account info](#)

Primary Location:

Roles:

Primary Role	Role	Location
	Employee	Madison - Diocese of Madison Chancery (Madison)

[+ Add Role and Location](#)

Showing 1 to 1 of 1 entries

= End or delete role | Ending all roles does not inactivate the account

Title or Function:

or

Approve User

User ID:

Salutation:

First Name:

Middle Name:

Last Name:

Email:  [Send email](#)

More Contact Info: [Click here for more contact info](#)

Primary Location:

Roles:

Primary	Role	Location
	Volunteer	Wisconsin Dells - Saint Cecilia Parish (Wisconsin Dells)

[+ Add Role and Location](#)

Showing 1 to 1 of 1 entries

= End or delete role | Ending all roles does not inactivate the account

Title or Function:

Group:

Contact w/ Minors?:

These two screen shots correspond to the listings of the members above, the screen shot on the left is an active(or inactive) user, where you can see their name listed in the upper left corner (along with different tabs where you can view more information the system has saved on the individual). The view on the right side is a user that has not been approved yet, and is still in the New User Signups area.

*\*Please verify that the **Role** assigned to the users is correct AND that the parish listed as the **Primary Location** is yours, as that is the parish that will be charged for the background check. Normally, the user should have one role (the role requiring the most in depth background check) listed and that will allow the proper background check to be assigned to the user.*

Primary Location:

Roles:

Primary Role	Role	Location
	Employee	Madison - Diocese of Madison Chancery (Madison)

- 6) To ask the system to set up the record, so that the user will get a prompt for a background check when they next log in , click on the **Background Check** tab, then select the **Force Background Check Prompt** button, as seen below.

Delaney, Anna

General Contact Info Private Background Check Required Documents Training

Background Screening

Date	Type & Provider	Name Submitted	Run By	Status
04/01/2011	Background Check Cleared Legacy Data	Anna Delaney or Anna Westover	OSE	C
03/26/2010	Background Check Cleared Legacy Data	Anna Delaney or Anna Westover	OSE	C
03/26/2010	Credit Background Check Cleared Legacy Data	Anna Delaney or Anna Westover	OSE	C

[Record a background check for this user](#)

[Force Background Check Prompt](#)

If you do NOT see the green tabs across the top, and you are on a new user's screen, scroll down the screen, till you get to the bottom portion which lists the required documents area, as seen below. **Please note!! In the New User area, the system will automatically request the user to do the background check, on a normal record. The ONLY time you need to force it, is if the user has already tried once, failed to put the background check in, and needs to try again.**

Communication Options: ☒ Receive training bulletin reminders via email  
☒ Send account information to new user via email?

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Special User Options: ☐ This individual is a facilitator  
☐ This individual has access to the educator tab  
☐ This individual is a local administrator  
*The users administrative rights are limited based on the options you choose be*  
[SELECT RIGHTS...](#) | [SELECT LOCATIONS...](#)  
☐ **CAUTION**

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Background Check: None  
[\(View background check info for this user...\)](#)  
[\(Record a background check for this user...\)](#)  
[\(Force background check prompt...\)](#)

Required documents: [\(View required document info for this user...\)](#)  
[\(Record a required document for this user...\)](#)  
[\(Force required document prompt...\)](#)

Under the section that says: **Background Check**, search and look for the area that **Force background check prompt**, and click the link, as seen above.

When the **User** logs in, they will first see the screen below.

Please make sure to email the user yourself to let them know you need the background check, and why we don't have one. If it was user error, sometimes it is because they are trying to complete the background check on a cell phone. Please request that they use a standard computer.

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



**Toolbox** | My Diocese

## Toolbox

Training

Acronyms and Other Internet  
Shorthand

What is VIRTUS®?

VIRTUS Online

Protecting Children

USCCB Current Resources

[Update My Account](#)

Contact My Coordinator

My Local Coordinator

My Report

## Your registration is not complete

### You must complete a background check

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: Anna  
Middle: Marlene  
Last: Delaney

Do you need to update this information to match your FULL, LEGAL name?

If you entered your full, legal name and are ready to continue, click the button below

By clicking this button, you will be directed to their secure website called Fastrax™.