Verifying a User has completed their requirements in Virtus:

Local Administrators can verify that someone has completed their training by logging into Virtus Online to search and check on an individual.

1) After logging into **Virtus**, click on the **Administration** tab, seen in the screen below.

2) Next, on the left navigation bar, click on the words: **User Search** (highlighted below). Your screen should appear similar to below. Make sure the checkmark to "**Show Inactive Users**" as seen below, enter in the last name of the individual, and click **Go.**

3) You will see results, as seen below:

Please note that these are search results for ALL PARISHES/SCHOOLS in the Diocese of Madison and that you are viewing both historical records (marked Inactive as seen above) and currently Active records. To view the details of a member that is at another parish, click on their name to see more information. This area will ALSO show a member if they are still in the **New User Signups** area at the other parish. (a good way to check on a member if they accidentally signed up for the wrong parish)

4) If the user is still in the **New User Signups** (they will be in the pending status) and their information will appear similar to the record below: (if they are not New Users, go to step 5))

      i. First, check that they signed up for the correct parish/school location and that their **Role** is correct.

ii. Second, check what is required, by scrolling down to the bottom of the screen, as seen below. In the record below, we can tell that the background check is waiting to be released OR it's still processing. The order for a new users in completing the requirements is:
   1. Required Documents –Sign off first
   2. Training Session – Completed 2nd
   3. Background check- Complete 3rd.

Background Check: Selection: Employee - 08/09/19 - pending
(View background check info for this user...)

(Force background check prompt...)
Required documents: (View required document info for this user...)

(Force required document prompt...)

Training session: Protecting God's Children® Online Awareness Session 3.0
8/9/2019 10:14 AM
Online
Online Training Completed

Notes:

iii. If the user is missing any of the three required areas above, (say the logged in initially, then exited out and logged back in) as local administrators, we will need to follow up with the user to ask them to complete this information. In the screen above, we can see that the training is completed, and if we click on the link to "View required document info for this user" we would see that they've completed that also.
iv. On the record above, we're just waiting for the background check to finish. Either we need to go into Fastrax and release the background check, OR, if we've already don't that, it's just finishing processing.

5) All other users, either Active or Inactive will appear similar to the record below:

Delaney, Anna

General | Contact Info | Background Check | Required Documents | Training

User ID: annadelaney
Password: ●●●●●●●●●●
Salutation: - Please select - ▾
First Name: Anna
Middle Name:
Last Name: Delaney
Email: [Email account info]

Primary Location: Madison - Diocese of Madison Chancery (Madison) ▾
Additional Locations: (Click to add or remove locations...)
Roles: Employee ✓
(Click to add or remove roles...)

✓ = primary role as defined by USCCB
Title or Function: Employee
External (diocese) ID:
Group: Diocesan Offices ▾
Contact w/ Minors?: Yes ▾
Supervisor or Manager?: No ▾

If the top of the record does NOT say Inactive, as seen below, highlighted in Yellow for this example. Typically, as seen in the example below, the **Primary Location** is also Unknown.

Delaney, Stephanie(inactive)

General | Contact Info | Background Check | Required Documents | Training

User ID: mommy4life
Password: ●●●●●●●●●●
Salutation: Ms. ▾
First Name: Stephanie
Middle Name:
Last Name: Delaney
Email: [Email account info]

Primary Location: Unknown Location ▾
Additional Locations: (Click to add or remove locations...)
Roles: No roles selected
(Click to add or remove roles...)

✓ = primary role as defined by USCCB
Title or Function: Child Care Teacher

For more information on the individual, please scroll to the bottom to the **Notes:** area, as we can see in the user below. (They need to finish their training, as indicated in the notes)

Notes: Background check good, cannot volunteer until training is completed. Sent email to Julie on 06/12/18 Crs 06/12/18

6) If you are **double checking** the status of a user, go to the top tabs in green, and click on each of the following, highlighted in yellow below:

Delaney, Anna

| General | Contact Info | Background Check | Required Documents | Training |

User ID:	annadelaney
Password:	••••••••••
Salutation:	- Please select - ▾
First Name:	Anna
Middle Name:	
Last Name:	Delaney
Email:	...................org Email account info

Primary Location:	Madison - Diocese of Madison Chancery (Madison) ▾
Additional Locations:	(Click to add or remove locations...)
Roles:	Employee ✓
	(Click to add or remove roles...)
	✓ = primary role as defined by USCCB
Title or Function:	Employee
External (diocese) ID:	
Group:	Diocesan Offices ▾
Contact w/ Minors?:	Yes ▾
Supervisor or Manager?:	No ▾

a. **Background Check:** your screen should appear similar to below:

| General | Contact Info | Background Check | Required Documents | Training |

Background Screening

Date	Type & Provider	Name Submitted	Run By	Report Location	Comments	Complete	Status
07/23/2019	Credit Background Check Cleared Selection	Joseph Thompson	Anna Delaney			Yes	
07/19/2019	Employee Selection		REGISTRATION	Madison, WI		Yes	Approved
10/25/2005	Background Check Cleared Legacy Data					Yes	

[Force Background Check Prompt]

Please note that **Selection** highlighted in Yellow above is a current background check in Fastrax. The user above has both an Employee and a Credit check that was processed and completed (see Completed column)

b. **Required Documents**: your screen should appear similar to below: We see the historical record on 10/12/05 and that the user updated and re-signed off the documents on 7/19/19

Document	Date Received	Recorded By	Comments
Diocese of Madison, Policy Regarding Sexual Abuse of Minors and Vulnerable Adults, Sexual Misconduct, and Sexual Harassment	07/19/2019	Self Signup	
Statement of Receipt and Agreement (import)	10/12/2005		

Force Required Document Prompt

c. **Training**: your screen should appear similar to below. The user's original training was a Live Training listed on 11/08/05 and then they did the Online Protecting God's Children for Adults on 7/19/19 and that shows under both the **Live Training** and the **Online Training Modules.** (even though they took just one course, it shows up in two spots)

Approval Date: 07/23/2019

LIVE TRAINING

Title	Date	Training Location	Status
Protecting God's Children for Adults	07/19/2019 3:20 PM	Online	Approved
Protecting God's Children for Adults	11/08/2005 6:30 PM	St. Peter Parish (Madison)	Approved

Add this user to an upcoming session

ONLINE TRAINING MODULES

Module	Assigned	Started	Completed
Protecting God's Children® Online Awareness Session 3.0	07/19/19	07/19/19	07/19/19

Assign training to this user

In the circumstance above, the user may have been changing their roles, (going from Volunteer to Employee) which is why they were asked to re-do their requirements.