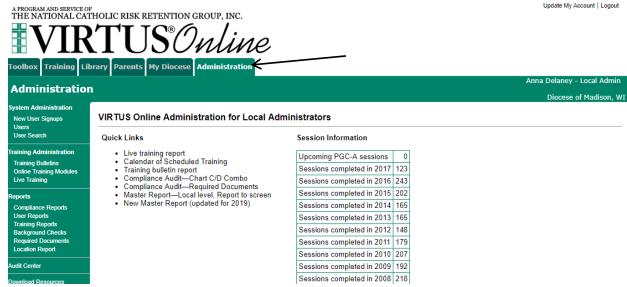
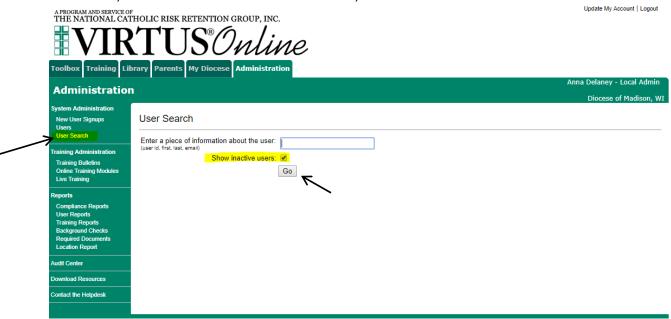
Verifying a User has completed their requirements in Virtus:

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

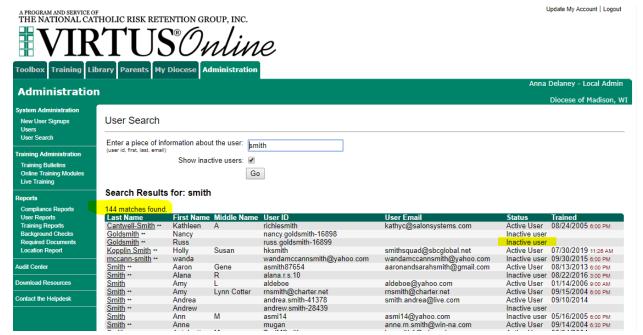
1) After logging into **Virtus**, click on the **Administration** tab, seen in the screen below.



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.

Approve User

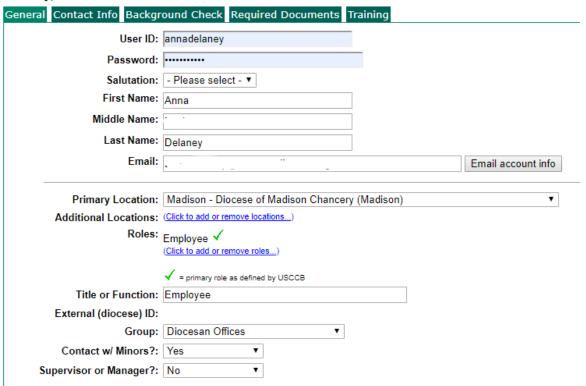
User ID:	Ochowskiam19	
Salutation:	- Please select - ▼	
First Name:	Alec	
Middle Name:	Michael	
Last Name:		
Email:	<u> </u>	Email account info
More Contact Info:	(Click here for more contact info)	
Primary Location:	·	•
Additional Locations:	(Click to select locations)	
Roles:	Employee (Click to select roles)	
Title or Diocesan Function:		
Group:	Please select ▼	
Contact w/ Minors?:	Please select ▼	
Supervisor or Manager?:	Please select ▼	

- 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)
Required documents:	(Force background check prompt) (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



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 Backgr	ound 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
1	

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

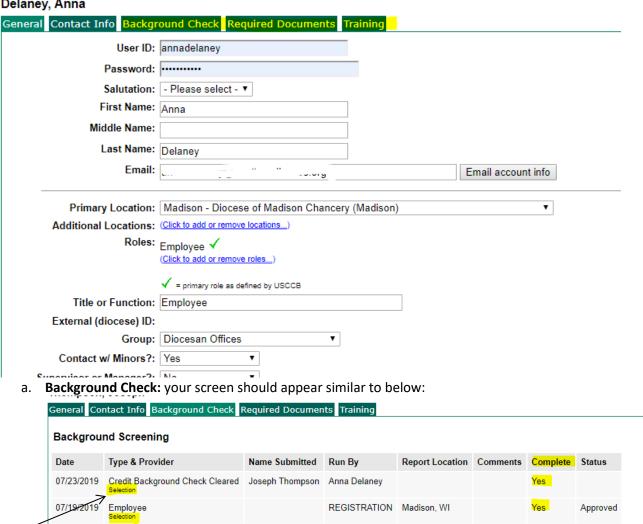
6) If you are double checking the status of a user, go to the top tabs in green, and click on each of the following, highlighted in yellow below:

Delaney, Anna

10/25/2005

Background Check Cleared Legacy Data

Force Background Check Prompt



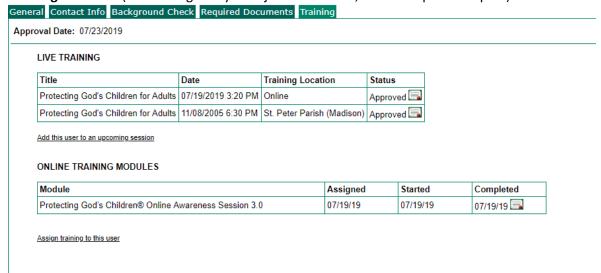
Please note that **Selection** highlighted in Yellow above is a current background check in Fastrax. The user above has both an Employee and a Credit check that was processed and completed (see Completed column)

Yes

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



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)



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.