

## Local Administrators Guidelines

The following document will discuss what is needed to effectively manage individuals at your organization which need to complete the Diocese of Madison Safe Environment training and background checks.

### Local Administrator login and passwords for your parish:

Local Administrators use both the Virtus and Fastrax website to manage their users. In both websites please use the login given to you by the Diocese, which will have organization specific administrative abilities attached to the login. Please copy the links below to the computer:

- a. Virtus: <https://www.virtusonline.org/virtus/index.cfm>
- b. Fastrax Select Online: <https://www.fastraxselect.com/Login.aspx>

### Essential duties of a Local Administrator:

- 1) Assist/advise any volunteer or employee about requirements for Safe Environment training
- 2) Process volunteer or employee information through Virtus and Fastrax Online, verifying they have provided the necessary information given their role at the parish.
- 3) Review volunteer and employee information periodically through Virtus to maintain compliance for your organization
- 4) Oversee children's curriculum implementation every year and collect information in order to complete reports to the diocese on attendance.

### Safe Environment requirements:

Every Volunteer or Employee in the Diocese of Madison is required to complete a three component training course for the Office of Safe Environment.

- a. **Background check-** Users are required to create an account on [www.Virtusonline.org](http://www.Virtusonline.org), providing adequate personal information for a criminal background check (social security number, date of birth, etc.)
- b. **Diocesan Policy Book and Code of Conduct-** Every person is required to read and acknowledge the Diocesan Policy Book and Code of Conduct which is available within their Virtus account.
- c. **Safe Environment Online training-** All volunteers or employees are required to watch and answer questions, fulfilling the Safe Environment online training, within their Virtus login. The online training course is called: Protecting God's Children Online Awareness training.