

New User Email Wording:

Thank you for volunteering with _____! As part of the Diocese of Madison, we require all our employees and all volunteers that are employed by, stably volunteering with, or have any contact with minors in the Diocese of Madison, its parishes, schools, institutions, offices, or programs to complete the Diocesan Safe Environment requirements. In order to complete these, you will go to the Virtus Online website and register as a new user, through this link: https://www.virtusonline.org/virtus/19056/reg_2.cfm?theme=0 You will pick: _____ as your Location when requested. The system will walk you through creating an account and then 1) Reviewing and Signing off on the Diocesan Policies regarding Sexual Abuse, 2) Completing the Protecting God's Children training and 3) Filling in information (in our external background check provider) for us to run a background check. We ask you to complete everything in one sitting, which should take about an hour and a half. Please complete this on a standard computer, as we've found smartphones error, especially when on unsecured networks. Please do not exit the background check until you hit submit. If you exit the background check before hitting submit, you will be locked out and unable to complete until you let us know to reset your background check for you. If you can't complete the Protecting God's Children training in one sitting and need to take a short break, or need to log out and log back in again due to technical difficulties, please log back in with your newly created Account ID and Password at the Virtus main site: www.virtusonline.org Requirements should be completed within a week at the most. Thank you for your assistance.

Follow up Wording:

Hi _____,

I'm following up as it looks like you created an account under _____ parish in our Diocesan Safe Environment program called Virtus. When I went in to double check your account today it looks like we're still missing information to run a background check on you. Would you please log in at: www.virtusonline.org with your UserID: _____ and the system will prompt you to complete this. If you need to reset your password, please use this link: https://www.virtusonline.org/virtus/forgot_password.cfm and it will send a reset message to the current email listed on the account. We will need you to complete this prior to working with the parish.

If you would please let me know when you're finished, I'll follow up reviewing the account. Thank you for your help and please let me know if you have any questions.

Existing Users Who Need to Redo Virtus Requirements:

Thank you for volunteering with _____! As part of the Diocese of Madison, we require all our employees and all volunteers that are employed by, stably volunteering with, or have any contact with minors in the Diocese of Madison, its parishes, schools, institutions, offices, or programs to complete the Diocesan Safe Environment requirements every 5 years. To complete these, you will go to the Virtus Online website. Since you already have a Virtus account, you will go to www.virtusonline.org to login. Your username is: _____. If you have forgotten your password, you will be able to reset your password when you login. After you are logged in, the system will walk you through completing the requirements: 1) Reviewing and Signing off on the Diocesan Policies regarding Sexual Abuse, 2) Completing the Protecting God's Children training and 3) Filling in information (in our external background check provider) for us to run a background check. We ask you to complete everything in one sitting, which should take about an hour and a half. Please complete this on a standard computer, as we've found smartphones error, especially when on un-secure networks. Please also do not exit the background check until after you hit submit, otherwise you will be locked out of the check and unable to complete until the background check is reset by the Office of Safe Environment. Requirements should be completed within a week at the most. Thank you for your assistance.