SAFE ENVIRONMENT CREDENTIALING FOR NEW USERS:
VIRTUS ACCOUNT REGISTRATION GUIDE

Total Time Commitment: Approximately 95 minutes

⚠️ ATTENTION:
• Employees and volunteers may not begin service until approved by your Safe Environment Coordinator.
• Incomplete VIRTUS accounts are deleted after 30 days and you will be required to start over.
• If you previously created a VIRTUS account, do not create an additional/new account.
• If you are unable to access an existing VIRTUS account, contact your Safe Environment Coordinator.
• To retrieve or reset your login information, click I NEED LOGIN HELP on the VIRTUS home page.

Technical Tips:
• Do not use a cell phone or tablet. Use Chrome web browser from a computer.
• Do not log in on multiple devices. If you changed devices, log out completely and restart the first device.
• Allow pop-ups. Enable Adobe Flash Player and Javascript.
• Do not close tabs until instructed.
• Do not use the “page back” or “page forward” buttons on the web browser.
• Only use the buttons on the screens, such as “Continue”, “Next”, “Previous”.
• Fast-forwarding the training module will cause the module to lock up and force you to start over.

Instructions:
• Go to the VIRTUS website: www.virtusonline.org
• Click First Time Registrant
• Click Begin the Registration Process
  ⚠️ Select Your Organization: Carefully choose St. Paul and Minneapolis, MN (Archdiocese)
  ⚠️ Enter your full legal name. Do not use nicknames or punctuation.
  ⚠️ Primary location: If your location is a school, select the location with School in the title.
  ⚠️ Carefully read and follow the instructions on the website in the order presented.
1) Complete the Code of Conduct.
2) Complete the Background Check application.
   ◦ The application will open in the McDowell Agency website.
   ◦ Social Security Number (SSN) is required.
   ◦ Click Submit at the end of each step to proceed.
   ◦ A note will appear on the screen to confirm the application has been successfully submitted.
   ◦ Click Return to VIRTUS to begin your online training module.
3) Complete Safe Environment Training (approximately 75 minutes).

Confirm that you have completed all requirements with your Safe Environment Coordinator
**ATTENTION:**
- To retrieve or reset your login information, click **I NEED LOGIN HELP** on the VIRTUS home page.
- If you are unable to access an existing VIRTUS account, contact your Safe Environment Coordinator.
- **DO NOT** create an additional/new account.

**Technical Tips:**
- Do not use a cell phone or tablet. Use Chrome web browser from a computer.
- Do not log in on multiple devices. If you changed devices, log out completely and restart the first device.
- Allow pop-ups. Enable *Adobe Flash Player* and *Javascript*.
- Do not close tabs until instructed.
- Do not use the “page back” or “page forward” buttons on the web browser.
- Only use the buttons on the screens, such as “Continue”, “Next”, “Previous”.
- Fast-forwarding the training module will cause the module to lock up and force you to start over.

**Instructions:**
- Go to the VIRTUS website and log in: [www.virtusonline.org](http://www.virtusonline.org)
- View the square tiles on the Home screen and complete all assigned tasks.
- One or more of the following may be assigned:
  - **Required Document: Code of Conduct** (Approximately 5 minutes)
  - **Background Check** (Approximately 10 minutes)
    - The application will open in the McDowell Agency website.
    - Social Security Number (SSN) is required.
    - Click **Submit** at the end of each step to proceed.
    - A note will appear on the final screen to confirm the application has been successfully submitted.
    - Click **Return to VIRTUS** to check for additional assignments.
  - **Safe Environment Training** (Approximately 30-35 minutes).

*Confirm that you have completed all requirements with your Safe Environment Coordinator*