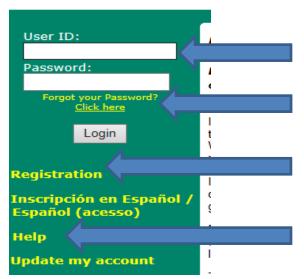


Guide for Current Employees and Volunteers Accessing the Enhanced Essential 3 Online

If you previously attended a VIRTUS session, please do not create a new account; you MUST log in using your existing account. Please see the guide below that should assist you in accessing your VIRTUS account:





If you remember your user ID and password, enter it here.

If you don't remember your user ID and/or password, click this link and see below for accessing your information.

New user registration only.

If the steps below do not help you in accessing your account info, click "Help" and look for the link for the VIRTUS Help Desk.

Password Reset

If you have forgotten your password, but know the username or email address associated with this account, please of the username or email address.

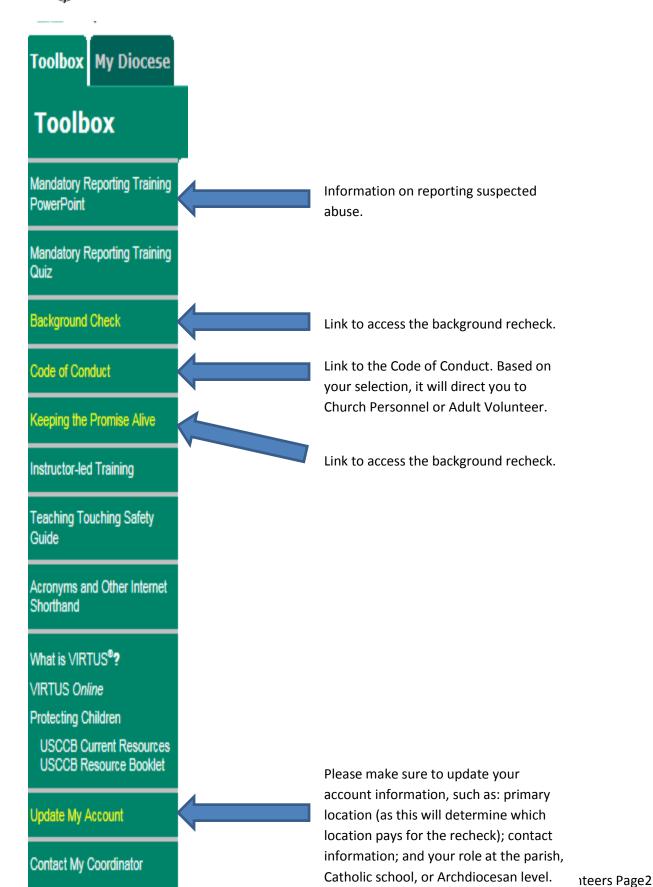
If you remember your user ID or email affiliated with the account, enter it here.

If you do not know your username, or if your email address is not on file, please call 1-888-847-8870 for assistance.

Username Recovery

If you have forgotten the username username.	e and email address associated with your account, please complete the form below
First name	If you don't remember your user ID or email address, trying using this form. If this still doesn't work, try
Last name	contacting the VIRTUS help desk (see the help link on the main page of VIRTUS).
City	the main page of vitt 03).
Zip code	GO

OFFICE FOR THE PROTECTION OF CHILDREN AND YOUTH



Office for the Protection of Children and Youth

ONCE YOU ACCESS THE BACKGROUND RECHECK:

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapo or a Catholic school or parish within the Archdiocese? yes ono Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapo or a Catholic school or parish within the Archdiocese within the past three (3) years? yes ono	Please make sure you select yes if you have ever completed a background check through a parish, school, or the Archdiocese.
Are you a clergy, employee or a volunt clergy employee volunt As clergy, employee and/or volunteer, have you been told that you will drive others as a par supervisor or site coordinator.?	teer
O yes ● no As clergy, employee, and/or volunteer, have you been directed to handle \$250 O yes ● no	or more as a part of your responsibilities?
Click Continue to proceed. Continue Please select no to the driving and money quest or Safe Environment Coordinator has informed your role as an employee or v	you that this will be part of
Code of Conduct PDF Code of Conduct	
I am an employee in the Archdiocese of Saint Paul and Minneapolis. I have read this Code of Conduct for Employees/Volunteers and promise to abide by it. I understand and agree that I am subject to periodic background checks, and am required to participate in Archdiocesan safe environment training commensurate with my role. I also understand that I may face consequences or discipline, up to and including removal from ministry for violations of this Code. Full Name (first middle last): Today's Date:	The Code of Conduct is also included in the background recheck process.



OFFICE FOR THE PROTECTION OF CHILDREN AND YOUTH

Mandatory Reporting Training

Please complete the Archdiocese of St. Paul & Minneapolis Mandatory Reporting Training.

Download the Mandatory Reporting Training document, by clicking the PPT icon. Once review is complete, close the document screen, then answer the questions.



Mandatory Reporting PPT (click here to view training)

View the Mandatory Reporting (Reporting Suspected Abuse) PowerPoint and complete the questions that appear below. This can be found on your Toolbox and www.SafeCatholicSPM.org for future reference.

Archdiocese of St. Paul & Minneapolis

Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization

This is where you will consent to the background check, and if applicable driving and credit check(s).

· · · · · · · · · · · · · · · · · · ·				
If so, would you like a copy of any Consumer Report prepared on you? ○ yes ● no				
Enter your Full Name (first middle last) in the box provided on the screen. (ie. John D. Smith)*:				
Enter Today's Date (ie. mm/dd/yyyy)*:				
To proceed, click on the box containing the following statement: By typing my name and today's date, I state that I have read the Consumer Report Disclosure.				
By typing my name and today's date, I state that I have read the Consumer Report Disclosure				

Archdiocese of St. Paul & Minneapolis

Misconduct Questions

Answers to all questions are required.

Please answer YES or NO to the following questions:

Please answer the 3 misconduct questions. If you answer yes to any of the questions, contact your employer or supervisor.

THE	MCDOWELL AGENCY.	INC
	background screening	

The following information will be used only by the Background Screener. Please enter the following information:

Social Security Number

111-11-111

Submit

Once you enter your Social Security number, you will be directed to the Toolbox or to complete the retraining video VIRTUS: *Keeping the Promise Alive*. Your participation in the Enhanced Essential 3 will make our local Church a safe environment for all. Thank you for doing all that you can to protect God's children, particularly the most vulnerable among us!