Pre-Registration Instructions

Please Note: You cannot be approved to volunteer at Prince of Peace until the required background check and training are completed.

1. Using the internet, go to www.virtusonline.org. Use a desktop or laptop computer rather than a tablet or smartphone. If a desktop or laptop can not be accessed, please contact Ashley Vardijan at avardijan@popolathe.org.

2. On the left side of the page—click on **First Time Registrant.** It's a rectangular green box.

3. Begin the registration process.

4. You will be asked to select your organization. Click the down arrow by the select button and click on **Kansas City, KS (Archdiocese)** and then click the select button.

5. Create a **User ID and Password** as prompted and click the **Continue** button. The user ID and password you select will be used in the future each time you need to access your account. **It is very important that you select a user ID and Password you will remember.**

6. Please complete the requested information (name, address, etc). The required fields (indicated by a red asterisk) must be completed before you will be allowed to proceed to the next screen. After all the required fields have been completed, click **Continue**. If you do not have email access at home or work, then enter noaddress@virtus.org for the email address.

7. Click the down arrow to select your **Location**. Please note that the "Location" field refers to your home parish or the parish/school/religious organization where you will be employed. If your location is not listed, choose the Archdiocese as your location. Click **Continue**.

8. The next screen allows you to select additional locations, if needed. Use this to select any parishes, schools, or religious organizations where you will work, volunteer, or are a member. Choose either **Yes** or **No** and proceed to the next selection.

9. Click on the box(es) to select **all** the role(s) that apply to your position. Enter your title with the parish/ school. **Note:** Be specific on the job description title—scout leader, coach, room parent, bus driver, religious ed teacher, school teacher, daycare teacher, etc. Click **Continue**.

10. Answer **Yes** or **No** to the five questions that are displayed.

11. Since you are registering to attend an upcoming VIRTUS Awareness Session click **No** and select the session you wish to attend. Click **OK**.

12. You should see a screen that says **"Thank you for completing the registration process."** You are not completely done. *Please do not close out your browser*. If you do not continue, your registration will not be considered complete.

13. Click **Submit Background Check** near the bottom of the screen. You will be redirected to Zaeplex, the background screening company to submit your background check information and read, fill out and sign the Safe Environment Program policies. Please answer all questions honestly and as completely as possible. Please be ready with your social security number, driver's license and three personal references. Do not use the back arrow or close your browser until you are finished. Use a desktop or laptop computer rather than a tablet or smartphone.

14. Read the required federal and state notices, then click **Begin my background check submission** on the bottom of the page.

15. Fill out the applicant information completely and click **Submit.**

16. Read the disclosure notice, check the box, type your name and click **submit.**

17. Follow the online instructions to read, fill out and sign the three Safe Environment Program policies and the background check authorization. If you do not complete the policies and authorization, your submission will be considered incomplete and will be removed from the system after 24 hours. In this situation, you need to begin the background check and program policy process again using the link provided in the email. VIRTUS Online does not notify Ashley if your submission is incomplete and subsequently removed.

    Anywhere a signature is required, if you prefer not to sign with a mouse, click the "Other Signature Options" dropdown and then Type-To-Sign. Type your name in the box and then click 'preview signature'.

18. In most cases, it takes approximately 24-48 hours for everything to be processed and the background check verification to be completed. You are not considered to be in compliance and approved to work/volunteer until a cleared background check has been received/reviewed.

If you have any questions, please contact the Prince of Peace Safe Environment Coordinator, Ashley Vardijan, at avardijan@popolathe.org.