St. Ignatius Loyola Parish
VIRTUS and Background Check Process
Volunteers

1. Make an account on virtus.org and select a training session at a Cincinnati Archdiocese school/parish. (Your name should be listed the same way as your driver's license.)

   a. Mark "St. Ignatius" as your _primary location_

   b. Sign up for a live training session. You may take any session the Archdiocese of Cincinnati. Here are some dates and locations for training sessions in February/March in our area:

Tues.	2/5	St. Martin of Tours	6:00pm
Thurs.	2/14	St. Antonius	11:30am
Weds.	2/20	St. James (White Oak)	6:00pm
Sat.	3/2	St. Teresa of Avila	8:00am
Mon.	3/11	St. Ignatius	6:30pm

   c. If you already have a VIRTUS account, go to the "Update My Account" link in the top right hand corner of your screen once logged in. You can then add St. Ignatius as a location. Contact Deacon Mike or Barb Campbell to see if you need to complete the online background check.

2. Login to virtus.org and click the _Toolbox_ tab, then look on the left hand side for "Selection.com Background Check." This will take you to the Fastrax website where you should follow the prompts and enter your information as it appears on your driver's license or state ID. Enter your one-time use token when prompted as well.

   a. Allow 2-4 days for results

3. Keep up with monthly bulletins. Failure to do so will result in an inactivation of your VIRTUS account causing you to be ineligible to volunteer/ coach/ teach, etc.

   a. **Do not rely on an email from virtus.org notifying you of new bulletin content.**

   **All volunteers and employees must be in compliance at all times in order to have contact with children. (Meaning, everyone, after attending a training session, has to have up-to-date background checks, and cannot miss more than 3 monthly bulletins.)**

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