

Instructions for Volunteers Registering for a Criminal Background Check

And An In Person Class through the Virtus Website (for Employees and Volunteers)

1. Go to the Virtus website at www.Virtusonline.org
2. Click on "First-Time Registrant" (green button) on left side of screen
3. Click on "Begin the registration process."
4. You will see "Please select your Archdiocese/Diocese/Religious Organization from the list below." Press the down arrow and scroll down to "Chicago, IL (Archdiocese)" and press the "Select" Button.
5. Choose a user ID and password (write these down and keep them for future use)
6. Complete the registration page
7. Choose the primary location with which you are associated. Click on the down arrow and scroll down to either St. Francis de Sales – Elem School (Lake Zurich) or St. Francis de Sales – Main (Lake Zurich) for the Parish.
8. Continue to answer the questions until you arrive at a screen with the State of Illinois DCFS Authorization for a Background Check. Download this form, complete it, and return it to the Ministry Center or school office. You can also pick up a copy at one of our offices. **DO NOT SEND THIS FORM TO DCFS DIRECTLY!** The Parish must send these. This form will need to be completed annually.
9. The next form you will see and complete is the Code of Conduct form. Complete this form, print, and return it to the Ministry Center or school office.
10. You will also be able to register for an in-person, three hour Virtus training and choose a site to take the class. Once your class is completed, turn in your Virtus certificate to the school office or the Ministry Center. You will also be sent e-mail bulletins which you will need to complete monthly in order to keep up to date on certification.

If you have any questions, call Karin Jurczak if you are a volunteer or employee of the Ministry Center or Julie Morones if you are a volunteer or employee for the school. Thank you again for generously giving of your time to our Parish and children!