

## PROCEDURES FOR VIRTUS:

*New employees and volunteers must complete the VIRTUS coursework and fingerprinting*

- 1) Visit [www.virtus.org](http://www.virtus.org) to log in. (This website works best with Chrome or Firefox. Not Safari)
- 2) Choose "First Time Registrant"
- 3) Choose "Begin the Registration Process"
- 4) Select "San Francisco Archdiocese"
- 5) Create User ID and Password
- 6) Fill out personal information completely
- 7) Select primary location as Our Lady of Perpetual Help School
- 8) Select your role as volunteer, employee, educator, etc. according to descriptors listed
- 9) You will be guided to the coursework needed. The coursework should take you approximately 1 hour and 15 min. Upon completion, a fingerprint sheet will automatically be available for printing.
- 10) Print out the fingerprint information sheet and take it to any designated fingerprint offices.
- 11) Print out Certificate and bring with fingerprint forms.