

## Diocesan Requirements Before Volunteering | **VOLUNTEER: PAROCHIAL SCHOOL**

We are so grateful for your willingness to serve as a volunteer at St. James the Apostle School. Thank you for your gift of time and dedication to our students and families. For the safety of the children we serve, every volunteer who is involved with minors or vulnerable adults are to complete a series of requirements before volunteering. The number of requirements vary with the volunteer role.

### **Parochial School Volunteers are required to complete the following:**

- Virtus Online Account** | Create an account at [Virtusonline.org](https://Virtusonline.org)
- Policy Regarding Sexual Abuse of Minors and Vulnerable Adults** | Download at [Virtusonline.org](https://Virtusonline.org)
- Standards of Behavior for those Working with Minors and Vulnerable Adults** | Download at [Virtusonline.org](https://Virtusonline.org)
- Acknowledgment Form** | Sign at [Virtusonline.org](https://Virtusonline.org) to acknowledge you have received and read both the Policies and Standards listed above
- Background Check** | Complete an online name-based background check at [Virtusonline.org](https://Virtusonline.org)
- Protecting God's Children Class** | Complete the online course at [Virtusonline.org](https://Virtusonline.org)

### **Step-by-Step Instructions for those who are **NEW** to Virtus:**

- 1) Register for an online account at [Virtusonline.org](https://Virtusonline.org). Click on the green box in the left hand column that reads, "First-Time Registrant".
- 2) Next, click on "Begin the registration process".
- 3) Indicate your organization as "Joliet, IL Diocese".
- 4) Indicate your primary location as St. James the Apostle (Parish and School) (Glen Ellyn).
- 5) Indicate your primary role by checking the box next to Volunteer
- 6) Indicate your additional role by checking the box next to Volunteer: Parochial School
- 7) Type School Volunteer in the box asking for your Title or Position of Service.

### **While logged into Virtusonline.org:**

- 1) Download and read the **Policy Regarding Sexual Abuse of Minors and Vulnerable Adults** (revised 7-15-2021)
- 2) Check the box and electronically sign the **Acknowledgement** to confirm you have received the document above.
- 3) Download and read the **Standards of Behavior for those Working with Minors and Vulnerable Adults** (revised 7-15-2021)
- 4) Check the box and electronically sign the **Acknowledgement** to confirm you have received the document above.
- 5) Indicate you have not attended at **Protecting God's Children Class**.
- 6) Select the session you wish to attend, English or Spanish.
- 7) Double check to see that you have entered your Full Legal Name.
- 8) Once you have, submit a **Name-Based Background Check** online.

### **After submitting your Background Check you will be returned to the Home Page where you will find the links to complete the Protecting God's Children Class online**

- 1) In the green box titled "**Current Training**" click on the link that reads You have 1 online module assigned and complete the online **Protecting God's Children Class**.

## Step-by-Step Instructions for those who **ALREADY** have a VIRTUS account:

- 1) Log in to your online account at [Virtusonline.org](http://Virtusonline.org)
- 2) On the Home Page scroll to “[My Info](#)” and click on the button
- 3) Scroll down to “[Roles](#)” and click on “[+ Add Role and Location](#)”
- 4) Select the role of “[Volunteer: School board member](#)” and the location of “[St. James the Apostle \(Parish and School\) \(Glen Ellyn\)](#)”
- 5) Put today’s date in as the Start Date and click “[Save](#)”
- 6) At the bottom of the page, click “[Save Changes](#)”
- 7) Once changes are saved there will be a message in red at the top of the page, “[Account Updated](#)”
- 8) Scroll to the bottom and click on cancel to return to the Home Page
- 9) Scroll to the red box titled “[Required Documents](#)” and click on the link that reads [Missing Mandated Reporter Training](#) to be taken to the Illinois Mandated Reporter Training.
- 10) Register for an account at the Illinois MRT website and when you complete the Mandated Reporter Training, download and print your [Certificate of Completion](#) and please return to Jen Guthrie.
- 11) Scroll back to the red box again titled “[Required Documents](#)” and click on the link that reads [Missing CANTS](#).
- 12) Download and print the [CANTS-22 Form](#) to complete and submit to Jen Guthrie at the school office.
- 13) Return to the Home Page to see if there are any other outstanding requirements for you to complete. Read through each of the boxes to see if they indicate you have unfinished requirements to complete, such as Background Checks or Current Training.
- 14) If there are any unfinished requirements please click on the links in those boxes to complete them.
- 15) Finally, complete and submit the [Adult Volunteer Application](#) attached to this packet and submit to Jen Guthrie at the school office.

**Please Note:** it may take up to a week for the background check to be completed and approved, as well as for the references to be checked. When you are in compliance with all of the diocesan requirements, you will be contacted to begin volunteering.

**Need help logging into your existing Virtus Account?** Click on the blue box that reads “I Need Login Help” on the [Virtusonline.org](http://Virtusonline.org) website or contact the Virtus Hotline at 1-888-847-8870 or [helpdesk@virtus.org](mailto:helpdesk@virtus.org)

**Need general help?** Contact the St. James Safe Environment Coordinator, Lisa Gilligan at: [lisa@stjamesge.org](mailto:lisa@stjamesge.org)