


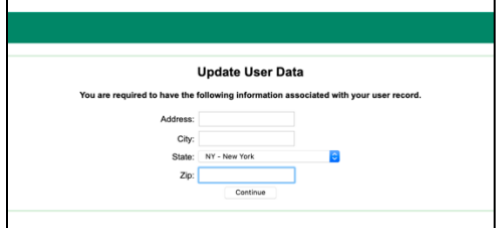






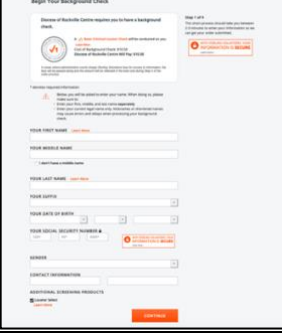
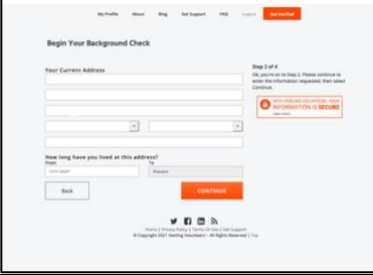
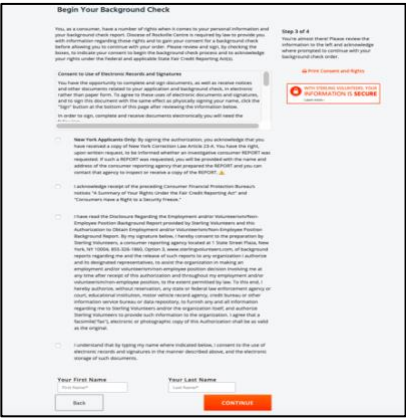
**VOLUNTEER SAFE ENVIRONMENT COMPLIANCY REQUIREMENTS**

**USER GUIDE FOR VOLUNTEERS WHO HAVE A VIRTUS ACCOUNT**

**CODE OF CONDUCT/BACKGROUND SCREENING ONLY**

<p><a href="http://www.virtus.org">www.virtus.org</a></p> <p>To complete the required Volunteer Compliancy requirements, log into your Virtus account.</p> <p>Enter <b>User Id</b> and <b>Password</b>.</p> <p>Click <b>Sign In</b> to proceed.</p>	
<p>Provide the information requested.</p> <p>Click <b>Continue</b> to proceed.</p>	
<p><b><u>Diocese Code of Conduct</u></b></p> <p>Access the Code of Conduct PDF link.</p> <p>After reading the Code of Conduct, click that you have read the document and provide your <b>Electronic Signature</b>.</p> <p>Click <b>Continue</b> to proceed.</p>	
<p>Provide the information requested.</p> <p>Click <b>Continue</b> to proceed.</p>	
<p><b><u>Background Screening</u></b></p> <p>Select the circle button that applies to you to begin the screening process.</p> <p>Click <b>Continue</b> to proceed.</p>	
<p>This screen details information about the Background Screening.</p> <p>Please read and click link <b>Begin your Sterling Volunteers Background Check</b> to proceed.</p>	

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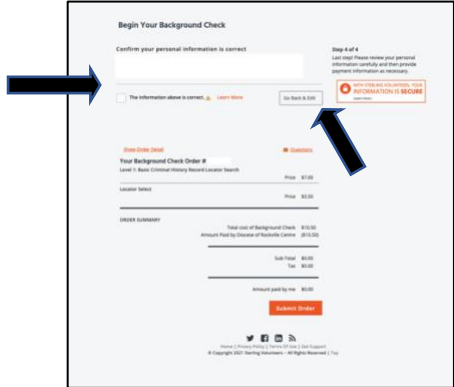
<p>Provide the information requested.</p> <p>Click <b>Continue</b> to proceed.</p>	
<p>Create a <b>User ID</b> and <b>Password</b></p> <p>Click <b>Create Account</b> to proceed.</p>	
<p>Provide the information requested.</p> <p>Click <b>Continue</b> to proceed.</p>	
<p>Provide the information requested.</p> <p>Click <b>Continue</b> to proceed.</p>	
<p>Read the <b>Consent to Use of Electronic Records and Signatures</b>.</p> <p>Read and Select all circle buttons and provide your <b>Electronic Signature</b>.</p> <p>Click <b>Continue</b> to proceed.</p>	

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Confirm your personal information.

Edit (if necessary)  
then select  
**The information is correct**  
button.

Click **Submit Order**.



Registration is complete.

