




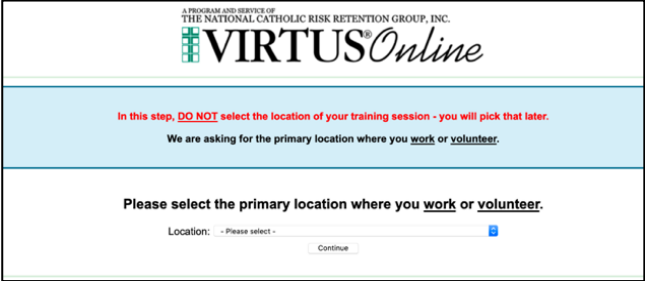










VOLUNTEER SAFE ENVIRONMENT COMPLIANCY REQUIREMENTS
USER GUIDE FOR VOLUNTEERS WHO DO NOT HAVE A VIRTUS ACCOUNT
PROTECTING GOD'S CHILDREN/CODE OF CONDUCT/BACKGROUND SCREENING

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| <p style="text-align: center;">www.virtus.org</p> <p>To complete the required Volunteer Compliancy requirements all volunteers must first create a Virtus account.</p> <ol style="list-style-type: none"> 1. Click the green First-Time Registrant bar. 2. Click link Begin the registration process |  |
| <p>Click pull-down and select the following organization:</p> <p>Rockville Centre, NY – Safe Environment (Diocese)</p> |  |
| <p>Click Start Registration.</p> |  |
| <p>Create a User ID and Password</p> <p>Click Continue to proceed.</p> |  |
| <p>Provide the information requested.</p> <p>Click Continue to proceed.</p> |  |


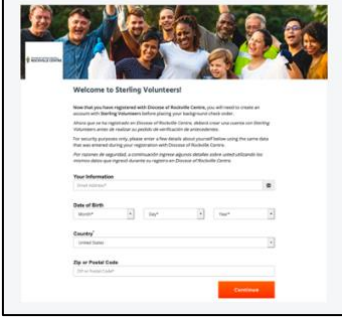
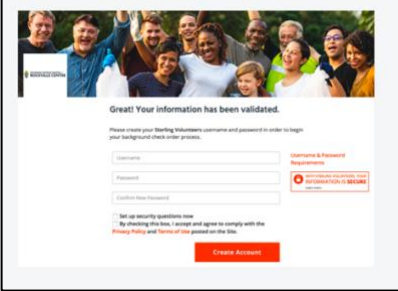
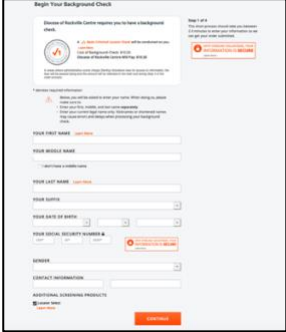
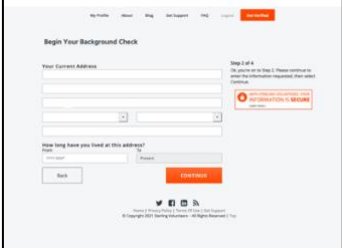
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| <p>Click pull-down and select a primary location.</p> <p>St. Rose of Lima R.C. Church (Massapequa) <i>(if you are volunteering for a Church Ministry ie. Faith Formation, Eucharistic Minister, Usher, CYO, Outreach etc.)</i></p> <p align="center">or</p> <p>St. Rose of Lima School (Massapequa) <i>(if you are a school parent)</i></p> <p>If you are both a school parent and volunteer for a church ministry, select one location now and you will be prompted to add a second location in a future step.</p> <p align="center">Click Continue to proceed.</p> |  |
| <p>Select the role(s) that you serve within your parish.</p> <p align="center">Check all roles that apply.</p> <p>Additionally, enter your Title or Position of Service in the box provided that best describes your role within the Diocese – ie. Coach, Catechist, Eucharistic Minister, School Parent, etc.</p> <p align="center">Click Continue to proceed.</p> |  |
| <p>Your current list of locations is displayed.</p> <p>If you need to add an additional location, click YES, otherwise click NO.</p> |  |
| <p><u>Diocese Code of Conduct #1</u></p> <p>Access the Code of Conduct PDF by clicking the Download link.</p> <p>After reading the Code of Conduct #1, click that you have read the document and provide your Electronic Signature.</p> <p align="center">Click Continue to proceed.</p> |  |

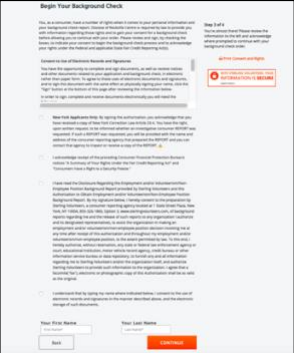
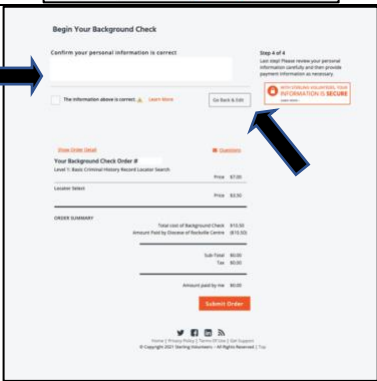
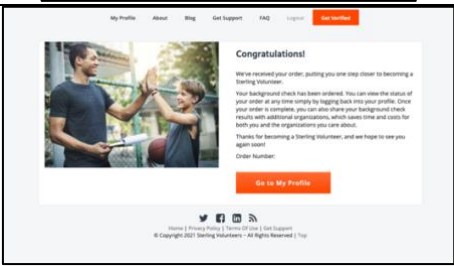
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| <p align="center"><u>Diocese Code of Conduct #2</u></p> <p>Access the Code of Conduct PDF by clicking the <i>Download</i> link.</p> <p>After reading the Code of Conduct #2, click that you have read the document and provide your <i>Electronic Signature</i>.</p> <p>Click <i>Continue</i> to proceed.</p> |  |
| <p align="center">Click <i>NO</i>.</p> <p>Note: These instructions are for NEW Virtus account holders and therefore you should have not already attended the <u>Protecting God's Children</u> session.</p> <p>If you have already attended the session, please contact your local Virtus administrator to ensure you do not an account under a different user-id. Please have your Virtus certificate available.</p> |  |
| <p>If you chose <i>NO</i> in the previous step, you will be presented with a list of available sessions.</p> <p>Select the session you wish to attend by clicking the circle button.</p> <p>Click <i>Continue</i> to proceed.</p> <p align="center">*****</p> <p>If you chose <i>YES</i>, contact your local Virtus administrator before proceeding. See Note in previous step.</p> |  <p align="center">*****</p>  |
| <p align="center"><u>Background Screening</u></p> <p>Select the circle button that applies to you to begin the screening process.</p> <p>Click <i>Continue</i> to proceed.</p> |  |

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| <p>This screen details information about the Background Screening.</p> <p>Please read and click link</p> <p>Begin your Sterling Volunteers Background Check to proceed.</p> |  |
| <p>Provide the information requested.</p> <p>Click Continue to proceed.</p> |  |
| <p>Create a User ID and Password</p> <p>Click Create Account to proceed.</p> |  |
| <p>Provide the information requested.</p> <p>Click Continue to proceed.</p> |  |
| <p>Provide the information requested.</p> <p>Click Continue to proceed.</p> |  |

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| <p>Read the Consent to Use of Electronic Records and Signatures.</p> <p>Read and select all circle buttons and provide your Electronic Signature.</p> <p>Click Continue to proceed.</p> |  |
| <p>Confirm your personal information.</p> <p>Edit (if necessary) then select The information is correct button.</p> <p>Click Submit Order.</p> |  |
| <p>Registration is complete.</p> |  |