

## Instructions for Criminal Background Check/Volunteering

Thank you so much for considering helping our parish by being a volunteer. It is only through the continued generosity of our parishioners' time and talent that so many of our programs can continue to provide for our parish community.

Please follow the instructions below, and do not hesitate to contact me with any questions. If you have trouble registering online, I have open office hours Tuesday from 10am-12pm, or feel free contact me to make an appointment.

Blessings,

Liz McGillin  
Youth Minister and Safe Environment Coordinator  
[lmcgillin@sjdrparish.org](mailto:lmcgillin@sjdrparish.org)

### Please follow the steps below to access your VIRTUS account.

- Access [www.virtusonline.org](http://www.virtusonline.org)
- Login for Existing Accounts
- If you do not remember your User ID or Password, please click on “Need login information?” and follow the prompts.
  - ❖ If you are unsuccessful recovering your account, please call the VIRTUS helpdesk at 1-888-847-8870
- Upon recovery of your account please update information as required by clicking on **Update My Account** on the **green tab** to the left side:
  - ❖ Legal name as it appears on your driver's license
  - ❖ Address
  - ❖ Current Primary Location – School, Parish, Ministry [**San Juan del Rio Parish**] **must be listed as at least one location/role**
  - ❖ Role (use drop down box)
  - ❖ Title or Function **EXAMPLES:**
    - ➔ Educator-5<sup>th</sup> grade
    - ➔ Educator-Substitute
    - ➔ Employee-School Administrator
    - ➔ Employee-Parish Bookkeeper
    - ➔ Volunteer-Coach
    - ➔ Volunteer-Catechist
    - ➔ Volunteer-Parent
    - ➔ Volunteer-Knights of Columbus

**PLEASE SCROLL TO THE BOTTOM OF THE PAGE AND CLICK “SAVE” WHEN YOU HAVE COMPLETED YOUR UPDATES.**

- You will be prompted to electronically sign the following:
  - ❖ Policy: Protection of Children and Vulnerable Adults
  - ❖ Standards for Lay Employees and Volunteers
  - ❖ FDLE VECHS Waiver Agreement & Statement
  
- Please follow LiveScan Instructions to schedule a fingerprint appointment
  - A. Log on to [www.fieldprintflorida.com](http://www.fieldprintflorida.com)
  - B. Click on 'Schedule an Appointment'
  - C. Follow Instructions for 'New User Sign Up' - Click 'Sign Up'
  - D. Select 'I know my fieldprint code'
  - E. Click 'Continue'
  - F. In the Fieldprint Code box enter '**FPStAugustineVol**'
  - G. Click 'Continue'

\*\*\*PLEASE BE SURE TO USE THE SAME NAME AND FORMAT WHEN SCHEDULING YOUR FINGERPRINTS AS WAS ENTERED ON THE VIRTUS PROFILE\*\*\*

- You will need to prepay for fingerprinting, but the parish will reimburse you for this expense. Please remember to print out your receipt and return it with your paperwork to the office, Attn: Liz McGillin

If you have questions regarding the online registration, please contact the VIRTUS helpdesk at 1-888-847-8870 or your locations Safe Environment Coordinator.

PLEASE **LOGOUT** OF YOUR ACCOUNT AT THE TOP RIGHT CORNER OF THE SCREEN. **THANK YOU**