



Welcome new employee or volunteer!

Before you can begin as an employee or volunteer you will need to register and complete the Safe Environment requirements for the Diocese of New Ulm.

To complete this please

1. Go to www.virtusonline.org and register as a first-time registrant. Simply read the instructions and follow the prompts as you progress through the registration process.
 - Important pieces of information as you go through the registration process
 - **VIRTUS:** You are serving in the Diocese of New Ulm and Your location is the parish/school you are primarily serving (Please note St. Mary's Church and St. Mary's School are two separate entities).
 - **Code of Conduct & Policy 13:** As you go through the steps you will be acknowledging the following policies by typing your name and date in the designated locations. You will be able to print all these documents off for your records.
 - Sexual Misconduct Policy, Diocesan Policy 13, and
 - **You must print and turn in Form B of the Sexual Misconduct Policy to the Business Manager.**
 - Code of Conduct (Employee or Volunteer as appropriate).
 - **Background Check:** You will be entering in primary information that will be used to prepopulate your background check form.
 - If you are likely to handle cash as part of your role you need to select a credit check
 - If you are likely to drive on behalf of St. Mary's as part of your role you need to select the motor vehicle check.
 - You will be able to print off several documents (ie: summary of your rights under fair credit reporting act and Tennessee warning, etc). These are explanations of your rights and are for your records.
 - **If you work or volunteer for St. Mary's Church or School you must print and turn in the BCA Background Check Form to the Business Manager**
 - **At the end of the registration process you will be asked to go to another website to complete your background check.**

- **VIRTUS:** You will be asked to register for a VIRTUS awareness session. Please select the option that works best for you. Be sure to select a session, if none work for you, you can change your selection later. After selecting a session will be asked to proceed to the Background Check website. Click the link on the page.
- **Background Check:** Once at the Background Check website: Please verify that your contact information is correct. Make any necessary edits. You will be prompted to enter your full Social Security Number. The reason you were redirected to a new website is to ensure when you enter your personal information it is being stored securely. Once you submit the background check you have completed the registration process.

If you have any questions as you go through the process please call Sara Anderson at 320-523-2030.