Dear Volunteer,

All employees and volunteers who interact with minors are required to complete and maintain safe environment credentials through the Archdiocese of St. Paul and Minneapolis.

To ensure successful completion of the requirements, follow the information below to create your Virtus account. If you have an existing Virtus account, contact Jessica Cooper if you need any assistance accessing your account.

Access the program at [VIRTUS® Online (virtusonline.org)](http://www.virtusonline.org/virtus/index.cfm)

For first-time registrants, select the **St. Paul and Minneapolis, MN (Archdiocese)** and make sure you select the **St. Francis Xavier School (Buffalo).** It is recommended you use Google Chrome as your browser and you must allow pop-ups. This process should be completed on a computer, and not a smart phone.

1. Set aside sufficient time to complete all items without logging out, approximately 95 minutes.
	* Incomplete accounts may result in lost data, requiring you to repeat your setup.
2. Read and follow the directions on the website in the order presented.
	* Skipping items, fast-forwarding or backing up may corrupt your account and require you to repeat your assignments.
	* You will:
		+ 1. Complete each registration field as presented on the screen
			2. Complete the Code of Conduct
			3. Complete the Background check application (SSN is required)
			4. Complete the Safe Environment Training (1 module, approximately 75 minutes)

**\*\*This needs to be completed prior to you coming to volunteer. Make sure you complete the training video and answer ALL the questions for the background check.**

Please let me know if you have any other questions!

Jessica Cooper

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