



FOR VOLUNTEERS WITH AN ACTIVE VIRTUS® ACCOUNT

Dear Volunteer:

The Diocese of Kansas City-St. Joseph is committed to providing a safe environment for children, youth, and vulnerable adults. The Diocese of Kansas City-St. Joseph requires all volunteers who will be in contact with children/youth, or who will be supervising minors or vulnerable adults, to comply with our safe environment program requirements. These requirements include the following and are documented in a VIRTUS® account:

1. Attendance at a VIRTUS® *Protecting God's Children for Adults* workshop within 60 days of beginning service
2. Reading and acknowledging commitment to the Diocesan Code of Conduct – *Ethics and Integrity in Ministry (EIM) Code of Conduct Policy*
3. Providing consent to a background screening every 5 years with service contingent upon screening results

Since you have already attended a *Protecting God's Children for Adults* workshop and have an active VIRTUS® account, please ensure that you have also completed steps #2 and #3 listed above. Your service is contingent upon your screening results. Instructions for doing both are as follows. **Please use a laptop or PC as the process is not fully supported by using a smart phone or tablet such as an iPad.** Note: If your VIRTUS® account is in another diocese, please email ocyp@diocesekcsj.org to request an account transfer.

Ethics and Integrity in Ministry (EIM) Code of Conduct Policy

1. Log in to your account at www.virtus.org.
2. Click on your "Toolbox" tab.
3. Click on the link for "Ethics and Integrity in Ministry (EIM) Code of Conduct Policy"
4. Please allow 10-15 minutes for completion.

Background Screening

1. Log in to your account at www.virtus.org.
2. Click on your "Toolbox" tab.
3. Click on the link for "Background Check" to get started.
4. Please allow 5-10 minutes to enter your data and provide your online consent.

Forgotten Password

1. Go to www.virtus.org.
2. Click on the red link on the left side of the page, "Need login information?"
3. This will allow you to provide information so that the national VIRTUS® office can assist you.

The Office of Child and Youth Protection (OCYP) is available to assist you if you should have questions or concerns as you complete this safe environment screening process. You may email us at ocyp@diocesekcsj.org or contact one of us directly. Thank you for being a part of our safety net of protection for children, youth, and vulnerable adults.