

**VIRTUS RE-CERTIFICATION ONLINE
&
MYB BACKGROUND CHECK RENEWAL**

If you registered and attended a Live *VIRTUS Protecting God's Children* training and completed a criminal background check in the past, and you are now due to complete re-certification, Go to www.virtus.org and enter your USER ID and PASSWORD.

Your local parish or school Safe Environment Coordinator should be available to assist you if you have any questions:

Name of Local Safe Environment Coordinator:

PATRICIA STAPLETON

Phone: 203-847-3881 EXT 14

Email: mrs.stapleton@asc.net



PASSWORD RECOVERY:

If you attended a VIRTUS training in the past, you do have an account. If do not remember your USER ID and/or PASSWORD, contact your school or parish Safe Environment coordinator for assistance. Your Local Coordinator will email you your unique USER ID and PASSWORD. Please record this here for future reference. You may also ask your coordinator to change your password for you.

USER ID: _____

PASSWORD: _____

OR

Go to www.virtusonline.org. Go to the left side of the screen, select the yellow link labeled **Forgot your Password Click Here** and provide the necessary information. You will receive an email response from the VIRTUS helpdesk.

Once you have your USER ID and PASSWORD enter this information on the main VIRTUS website in the spaces provided and select **Login**


First, you will be presented with the **TOOLBOX** tab menu options. (If you are not presented with the **TOOLBOX** options, please select the **TOOLBOX** tab.)

BACKGROUND CHECK will be the first option available to you if your last background check was more than (5) years ago. If you are not due for a background check, the background check option does not even appear.

To complete your background check, select the word **Background Check** in the upper part of the green menu bar along the left side of the screen.

Once selected, you will be presented with the following screen. You must download, read and acknowledge receipt for the Diocese of Bridgeport Safe Environment Handbook which is located in Toolbox. When you open the policy you will be prompted to electronically acknowledge receipt and you may download the Executive Summary that applies to you and return that single sign-off page to each school, parish or diocesan location where you will work or volunteer as indicated on the bottom of that form.

Diocese of Bridgeport
The Diocese of Bridgeport Safe Environment Handbook


PDF

[Download the Safe Environment Policy: English](#)

I have downloaded and read the sections of the Diocese of Bridgeport Safe Environment Handbook which apply to my specific role/ministry and I agree to conduct myself according to its requirements.

I understand that I am required to sign and return a copy of the Executive Summary of the Handbook which relates to my role/ministry to each location where I work and volunteer in the Diocese of Bridgeport. (You may obtain this form from your school or parish office or you may download this document through your VIRTUS account under MY TOOLBOX).

Select **CONFIRM** to acknowledge and continue.

You will be prompted through a series of screens to report the category that describes your primary role in the Diocese of Bridgeport. Select **Continue** after each screen (see next page):

Please answer the following question: In the Diocese of Bridgeport I am in the following category:

Please answer the following question: In the Diocese of Bridgeport I am in the following category:

- Seminarian, Candidate for the Diaconate
- Priests & Deacons
- Religious Sister or Brother
- Lay Employee
- Volunteers supervising others or Volunteers who have scheduled contact with children
- Volunteer with no scheduled contact with children and no supervisory role
- Independent Contractor, Vendor, Tenant who is not working in any capacity with children
- Other (I am taking the VIRTUS training for information only or I am a member of another Archdiocese/diocese) I will not be working or volunteering in the Diocese of Bridgeport

The next screen will prompt you to self report any additional responsibilities that will accompany your work such as driving or financial. If you will drive for a school or parish activity in the future, and you must select **DMV background check** and you will be prompted on the next screen for your Drivers license number and the State where it is issued. Select when each screen is complete.

Please indicate any of the following additional responsibilities that will accompany your work (please check **all** that apply):

- I will have driving responsibility requiring an additional DMV background check
- I will have financial responsibility requiring an additional Credit History Check

Drivers License Information

You are required to have a motor vehicle records background check. Please enter your driver's license information below:

State:

Number:

Now you will be asked to review the authorization and release for the MYB criminal background check. If you have questions you may contact MYB at the numbers provided: 1-888-758-3776 or 1-888-869-2462. The contact for the Diocese of Bridgeport is Lauren McIntyre 1-828-698-9906.

You will be taken to the following screen to begin your MYB background check:

Complete Your Mind Your Business Background Check

I hereby authorize the Diocese of Bridgeport, and Catholic Mutual Group, Inc., by and through its independent contractor, MIND YOUR BUSINESS, INC. ("MYB"), to procure a report and/or investigative report on me. Criminal Conviction Check, **Social Security Number Trace & Education Verification, if degree required. I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative report prepared on me upon written request to MYB that is made within a reasonable time after the date hereof. I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Diocese of Bridgeport, and Catholic Mutual Group, Inc., by and through MYB, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources. I hereby release Diocese of Bridgeport, and Catholic Mutual Group, Inc., MYB and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs, or others making such claim or demand on my behalf for procuring, providing and/or assisting with the compilation or preparation of the report and/or investigative report hereby authorized.

SPECIAL INSTRUCTIONS:

**If you are a volunteer who will not be in scheduled contact with children, your Social Security Number is not required during the registration process. You may complete this screen by entering all 1's (111-11-1111). If multiple results return under the same name as you, you will be required to provide additional information to MYB, including The Credit History Check is required for Clergy, Seminarians, Candidates for the Diaconate, Employees, and Volunteers with Financial Responsibility The Motor Vehicle Report is required for Clergy, Seminarians, Candidates for the Diaconate, Employees, and Volunteers with Driving Responsibility. IF YOU HAVE QUESTIONS, YOU MAY CONTACT: MYB 1-888-758-3776 or 1-888-869-2462 (Toll Free) or you may contact Lauren McIntyre Dedicated Account Specialist MYB (828) 698-9906.

When you leave the VIRTUS site, you will be directed to the secure website of the company that performs background checks for the diocese, Mind Your Business, Inc.

Click the button below to be redirected to the Mind Your Business secure website.

[Begin MYB Background Check](#)

Select [Begin MYB Background Check](#)

You will be forwarded directly to MYB's website where you will be asked to provide you Social Security Number and your date of birth. If you are a volunteer who is not working in scheduled contact with children, you are not required to provide your Social Security number. You will need to enter all 1's in the field as follows: 111-11-1111. The date of birth is always required.

If "duplicate information" is returned by MYB (if there is more than one person with your name and date of birth), your Social Security Number will become necessary in order to properly identify you.



MIND YOUR BUSINESS
Background Investigation Services

305 E 8th Avenue
Hendersonville, NC 28702
P: 800.753.3776
F: 813.608.9918
mail@mynbc.com

The following information will be used only by the Background Screener.

Please enter the following information:

Social Security Number →

Date of Birth →



Select **Submit**

You will be directed back to your VIRTUS toolbox where you may begin the Online re-certification if you completed training more than (5) years ago.

Note: if the 3.0 training link is not visible at this point (and it has been more than 5 years since you attended in-person training), please Logout by selecting the link in the upper-right hand corner of the screen, and Login again.

Please select the title **Protecting God's Children Online Awareness Session 3.0** and then select **Click here** to begin the presentation.

You will be presented with a series of questions and videos. There are 12 lessons that you are required to complete. You will be required to answer questions before and after each lesson. Once you submit the correct answer, you will be asked to view the videos. For best results, allow the lesson to play completely through. Please do not fast forward the video. If you must leave your session early, close out your lesson by clicking on the red X on the upper right hand of your screen. You will be able to log in at a later time and automatically resume at the exact point where you left off.

The minimum amount of the time to view the videos and answer each question is approximately one hour.

At the end of your session, you will be able to print out a certificate of completion for your records. Please return the certificate to the location(s) you work or volunteer.

ALL SAINTS CATHOLIC SCHOOL
ATTN: MRS. STAPLETON

Re-Certification Instructions

If you have any questions during the re-certification process, begin by contacting your school, parish or diocesan Safe Environment coordinator : PATRICIA STAPLETON
Contact information: 203-847-3881 EXT 14 ; MRS. Stapleton@ascs.net

The VIRTUS Help Desk at 1-888-847-8870 email is helpdesk@virtus.org

You may also contact the Diocese of Bridgeport Office of Safe Environment
Michael DiToro, Safe Environment Database Manager: Phone (203) 416-1407 or by email
mditoro@diobpt.org

To reach Erin Neil, LCSW Director of Safe Environment & Victim Assistance Coordinator,
please call (203) 416-1406 or email eneil@diobpt.org

Frequently asked questions:

1. Suppose I don't have access to a computer?

If you don't have access to a computer, you may renew your Virtus certification by attending a live session. (Please note that the live sessions are three hours long.)

You will be asked to complete a paper Background Check Authorization form; these forms will be provided at the live training session. Please note at the top of the form your school, parish, or other Diocesan location where you'll be serving. Return the form to: Diocese of Bridgeport, Office of Safe Environments, 238 Jewett Ave, Bridgeport, CT 06606.

2. If I don't have access to a computer, how do I register for a live session?

Please call the Virtus Help Desk at 888-847-8870 to register. Note that if you have already had Virtus training in the past, you already have a Virtus account. The Help Desk representative will locate your account and register you for training using your pre-existing account. (Please do not create an additional Virtus account if you already have been Virtus trained in the past!)

3. Is my personal information safe?

Both the Virtus and the MYB sites (used to process background checks) are secure websites, using SSL (Secure Socket Layer) protocols. Entering this information yourself is actually more secure than using a paper form for another person to enter on the same website. Elimination of paper also eliminates the possibility of lost or misfiled forms and therefore protects you further.

4. I attended Virtus a few years ago, but I don't remember when, and I lost my card. How do I know I need to recertify my training and background check?

Please call Mike DiToro, Safe Environment Database Manager at 203-416-1407 or by email mditoro@diobpt.org for assistance. He will verify your training date and provide a replacement card if necessary.