

## Our Lady of the Visitation VIRTUS and Background Check Process



1. Make an account on [virtus.org](http://virtus.org) and select a training session at a Cincinnati archdiocese school/parish
  - a. Mark “Our Lady of the Visitation” as your primary location
2. Once you attend the session, email [lhampel@olvisitation.org](mailto:lhampel@olvisitation.org) to receive a Fastrax Token for a Selection.com background check. (Note that our parish does not reimburse you for a background check, but you are welcome to pay for it yourself.)
3. Login to [virtus.org](http://virtus.org) and click the *Toolbox* tab, then look on the left hand side for “Selection.com Background Check.” Enter your one-time use token when prompted.
  - a. Allow for 2 weeks for results. Only after your background check is complete can you volunteer/ coach/ teach at Visitation.
4. Keep up with monthly bulletins. Failure to do so will result in an inactivation of your VIRTUS account causing you to be ineligible to volunteer/ coach/ teach, etc.
  - a. **Do not rely on an email from virtus.org notifying you of new bulletin content.** Set a reminder in your phone each month to be sure you log in. Not everyone gets the [virtus.org](http://virtus.org) emails every month, if ever.