

## **VIRTUS**

### Instructions to Complete the Safe Environment Requirements:

- 1. Log into the Virtus website: [www.Virtus.org](http://www.Virtus.org)
  2. Begin the registration process by creating a Virtus account. The first screen requests the location: Please select Rockville Centre from the drop-down list.
  3. Follow directions on each page.
  4. During the registration process you will receive a copy of the Code of Conduct and Pastoral Code of Conduct. Please sign each Code electronically.
  5. Select the class you wish to attend.
  6. Complete the background screening application provided. Background screening is conducted by Sterling Volunteers.

When you complete the registration process, you will have a Virtus account and an account with Sterling Volunteers. Your Virtus account will contain the date you signed the Codes of Conduct; date you submitted the background screening application and date you will attend Virtus. Please keep your username and the password for both your Virtus account and Sterling account as these are required to access each account.

Please contact the Office for the Protection of Children/Young People if you have questions or require assistance.

[cprotection@drvc.org](mailto:cprotection@drvc.org)