



Virtus API Instructions

The following training document will teach you how to enable the API with Virtus and will give you the ability to see all parishioners who are enrolled in safe environment as well as their Virtus status.

Connecting the Virtus API

1. First, reach out to your Virtus representative and ask about turning on the integration with Camino. The Virtus team will then send us the necessary information to turn on the API.
2. Once the API has been enabled you will need to type each member ID from Camino into Virtus so that everyone is properly matched between systems.
 - a. First you will want to find the MEMBER ID in Camino.
 - b. Navigate to the members module and search for the member you would like to enable. Be sure you are searching in members and not in households. In the screenshot below the member ID is 231342. This is the ID that you will enter into Virtus.

The screenshot shows the Camino software interface. On the left is a dark sidebar with the Camino logo and navigation menu. The main area is titled 'Household Members' and contains a search bar with 'deborah skywalker' and a dropdown menu set to 'All'. Below the search bar is a table with the following data:

ID	Last Name	First Name	Middle Name
231342	Skywalker	Deborah (Deb)	

A red arrow points to the 'Members' option in the left sidebar, which is highlighted in yellow.

- c. Once you have the member ID you will put it in the external ID field as shown below. If you do not see this field as an option you will have to contact Virtus directly and get it enabled for your account.

Language: English ▼

External ID: 32804

Group: -- Please select -- ▼

Contact w/ Minors?: Yes ▼

Contact w/ Vulnerable Adults?: No ▼

Supervisor or Manager?: No ▼

Communication Options: ☒ Receive training bulletin reminders via email

- Once the ID's have been matched between both systems the API will run. The API runs daily (overnight) to refresh all members in the system and runs instantly if you search for a specific donor and click on the background check field.

Have questions? Need support? Give us a call: 1-800-994-9817

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Using the Virtus API

- Navigate to the members screen. In the search bar, click on the dropdown item that says safe environment. This will show all members who are currently in the Virtus system.

The screenshot shows the Camino system interface. On the left is a sidebar with navigation options: WHAT'S NEW?, Households, **Members** (highlighted), Community Members, Administration, Stewardship, and Catechesis. The main area is titled 'Household Members' and contains a search bar with a dropdown menu open, showing options: Default, Catechesis, Chancery, By Parish, and **Safe Environment** (highlighted). Below the search bar is a table with the following data:

ID	Last Name	First Name	Middle Name	Background Expiration	Training
231341	Jones	Patricia (Patty)	Louise	01/11/2027	01/11/2027
231342	Skywalker	Deborah (Deb)		12/2030	01/12/2030
166099	Smith	Thomas (H)	Henry	05/01/2024	04/30/2029

- From this screen you can see important dates, compliance status, you can search by compliance, and you can export the list.

3. If you click on an individual record it will run the API in real time and give you further results for that individual member.

4. You can also access this information by going to the member record and clicking the Background Check tab.

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Deborah Skywalker
#231342
VIRTUS Status: Compliant 

Diocese Household Member

Household Member Sacraments Tags Assignments Background Check Letters Catechesis

Title: Mrs. First Name *: Deborah Middle Name: Last Name *: Skywalker Suffix:

Preferred Name: Deb Maiden Name:

Category *: None Member Type: Head of Household Marital Status: Widowed Relation to Head of Household: Head of Household

Catechesis Type: Religion: Catholic (Roman/Latin ... Ethnicity:

Preferred Language: Member Languages:

5. Notice that the compliant information will appear for all members who are a part of Virtus on their member screen.

Deborah Skywalker
#231342
VIRTUS Status: Compliant 

Diocese Household Member

Household Member Sacraments Tags Assignments Background Check Letters

Background Check information for Deborah Skywalker

Background Check Date: 1/13/2025 Background Check Expiration: 1/12/2030 Title: Protecting God's Children for Adults

Safe Environment Training Date: 1/12/2023 Safe Environment Expiration Date: 1/11/2028

6. As always, feel free to call our customer support with any questions at **1-800-994-9817**.