Ascension Catholic Academy:

Ascension School, Saint John Paul II School, Saint Peter Claver School, St Pascal Regional Catholic School

All employees, and volunteers who interact with minors, are required to complete and maintain safe environment credentials through the Archdiocese of Saint Paul and Minneapolis.

To ensure successful completion of the requirements, follow the information below before creating your VIRTUS account. If you have an existing VIRTUS account, contact the following persons for assistance so your account can be upated prior to login:

Mary Ballariel email: mballariel@acamn.org
Church of the Ascension
1723 Bryant Avenue North
Minneapolis, MN 55411
612-529-9684

For new Virtus account registration, follow the information below before creating your VIRTUS account.

Total Time Commitment: Approximately 95 minutes

1. Set aside sufficient time to complete all items without logging out.
   - Incomplete accounts may result in lost data, requiring you to repeat your setup.

2. Read and follow the directions on the website in the order presented.
   - Skipping items, fast-forwarding or backing up may corrupt your account and require you to repeat your assignments.
   - You will:
     a. Complete each registration field as presented on the screen
     b. Complete the Code of Conduct
     c. Complete the Background Check application (SSN is <u>required</u>)
     d. Complete Safe Environment Training (1 module, approximately 75 minutes)

Please note the following when setting up your online VIRTUS account:

For Organization Field, scroll down to select "St Paul/Minneapis Archdiocese"

For Primary Location Field: select one of the following locations where you will Volunteer:

> Ascension Church
> Ascension School
> St John Paul II School
> St Peter Claver School
> St Pascal Regional Catholic School

VIRTUS website: www.virtusonline.org
Use Google Chrome browser and allow pop-ups for this website.
Safe Environment requirements, visit www.safe-environment.archspm.org/essential-3 .