

Renewal for Volunteers who already have a Virtus.org account:

Dear Friend of Providence Academy,

Thank you for being a part of Providence Academy! As you know, Safe Environment online training is required in order to serve as an employee or volunteer at a Catholic School. This training must be updated every three years.

Update your online training by visiting www.virtusonline.org. The system will indicate which items need to be updated. Your home screen will ask you to complete one, two and/or three items:

1. A newly assigned online module such as: "Protecting God's Children", "Keeping the Promise Alive" or "Child Sexual Abuse."
2. Code of Conduct - review and electronically sign
3. A Background Check is required as you begin working with us and every three years thereafter. Please answer the background check questions carefully as the system prompts. You will need to include your social security number.

Thank you so kindly for working with us and keeping our children safe!. Feel free to contact me with any questions. Sincerely, Beth Trombley Beth.Trombley@ProvidenceAcademy.org

For New Volunteers who need to create a Virtus.org account:

Dear Friend of Providence Academy,

We thank you so kindly for working with us and keeping our children safe! 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, please follow the details below.
(Please note we are in the **Archdiocese of St. Paul Minneapolis.**)

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.
 - a. Complete each registration field as presented on the screen. (Select the **Archdiocese of St. Paul Minneapolis**. Then select "Providence Academy" as the location where you will work or volunteer.)
 - b. Complete the Code of Conduct and Electronically sign it.
 - c. Complete the Background Check application (SSN is required)
 - d. Complete Safe Environment Training (1 module, approximately 75 minutes)

VIRTUS website: www.virtusonline.org

Use Google Chrome browser and allow pop-ups for this website.

Thank you so kindly for working with us and keeping our children safe!. Feel free to contact me with any questions. Sincerely, Beth Trombley Beth.Trombley@ProvidenceAcademy.org