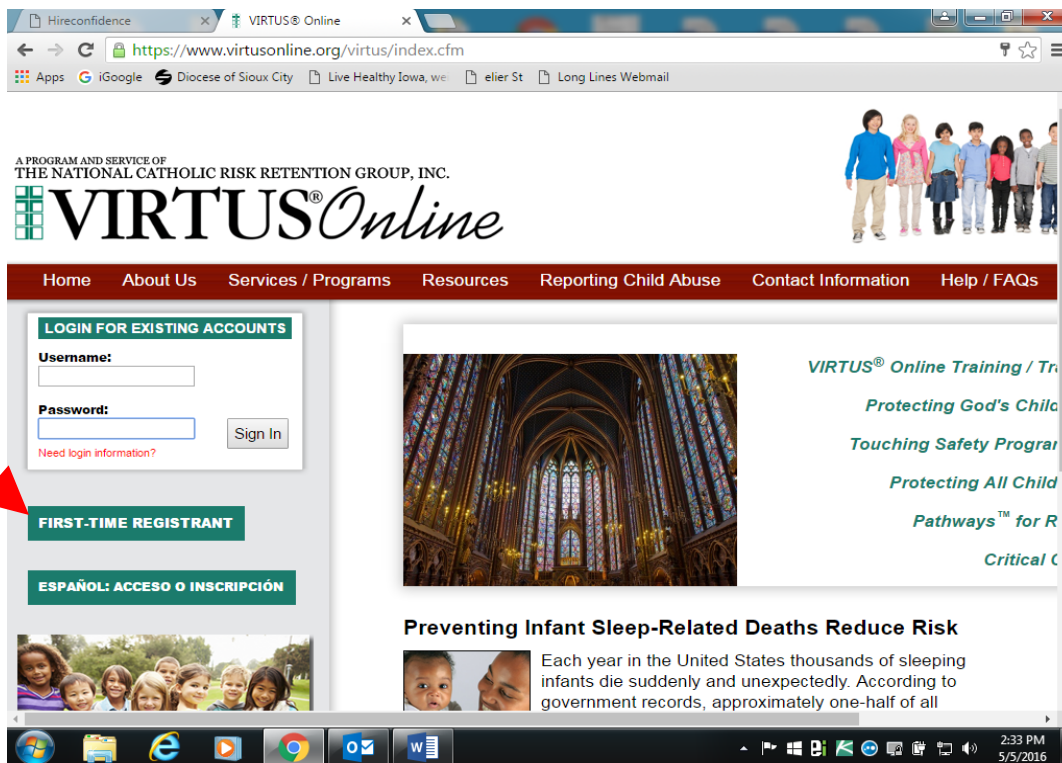


## How to register into the Virtus system and complete your background check

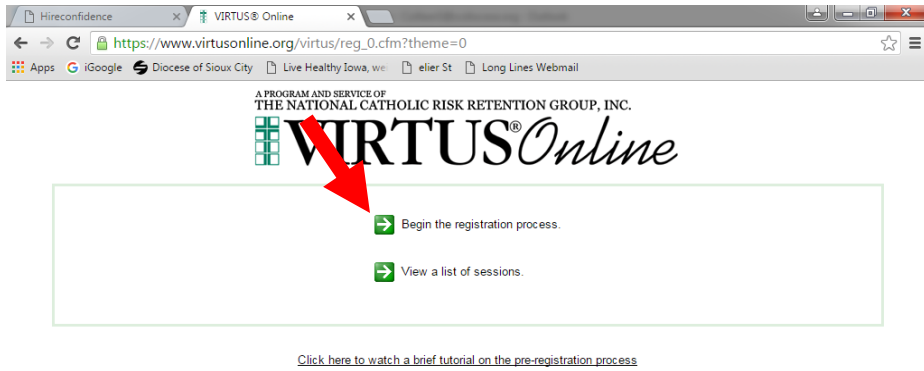
Candidates for employment and new volunteers working with children should follow the steps outlined below to register into the Virtus database and complete their background check. All job offers are contingent upon clearance of a diocesan-run background check. Please call Dan Ellis in the Office of Safe Environment (712 233 7517) if you need assistance with this process.

First, go to Virtus.org and click on the First-Time Registrant link

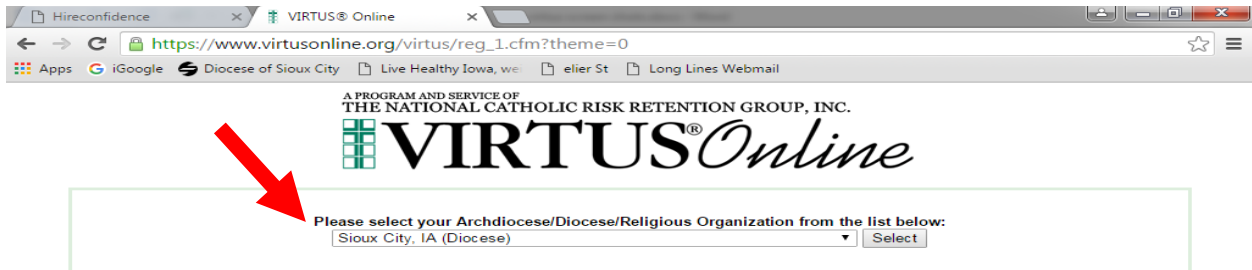


The screenshot shows a web browser window displaying the Virtus Online website. The browser's address bar shows the URL <https://www.virtusonline.org/virtus/index.cfm>. The website header includes the text "A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC." and the logo "VIRTUS<sup>®</sup>Online". A navigation menu at the top contains links for Home, About Us, Services / Programs, Resources, Reporting Child Abuse, Contact Information, and Help / FAQs. On the left side, there is a "LOGIN FOR EXISTING ACCOUNTS" section with fields for Username and Password, and a "Sign In" button. Below this is a "FIRST-TIME REGISTRANT" button, which is highlighted with a red arrow. Further down is a link for "ESPAÑOL: ACCESO O INSCRIPCIÓN". The main content area features a large image of a cathedral interior and a section titled "Preventing Infant Sleep-Related Deaths Reduce Risk" with a sub-image of a baby and a man's face. The Windows taskbar at the bottom shows the time as 2:33 PM on 5/5/2016.

Next screen, click on Begin the registration process



## Select Sioux City Diocese from the drop-down menu



Continue filling the information in on the next few screens to create your Virtus account: User ID, password, address, phone, and your parish or school location.

The last page of Virtus Registration will give you a link to Employment Screening Resources (ESR), the company who does our background checks. Click on this link to be taken into the ESR system to fill out your background check form.



You will see the ESR Background check portal page (shown below). Follow the system instructions to complete your background check. You will need your driver's license and social security numbers. This form should be completed in one sitting – once you close out of the form you cannot get back in. You need to complete this form on a computer – not a tablet or phone. Read the instructions carefully and call the Safe Environment office if you need help or have questions. (712 233 7517) or email [dane@scdiocese.org](mailto:dane@scdiocese.org)

 Support

## ESRCheck | Applicant Portal

English  
Español

### Welcome to the ESRCheck Applicant Portal.

The company listed below has requested you provide information necessary to process your background check. Please follow th on each screen and use the support link if you have any technical issues.

**1**

You will be reviewing and signing various documents needed to perform your background check. You will be able to view and save copies of your federal, state and other consumer rights.

**2**

You will tell us about yourself, providing us with information required to perform your background check.

**3**

Your information is confidential and se and is used by ESR in performing y background check. The resulting information is shared only with those authorize.

#### What You Need "Before" You Begin:

Please check EACH box below to indicate that you have read, understand, and have the required information ready BEFOR continue.