

FINGERPRINTING INSTRUCTIONS & SAFE ENVIROMENT TRAINING

Fingerprinting Instructions -



1. Go to Virtus Online [VIRTUS® Online](#)
2. You will either need to create an account by selecting First Time Registrant or sign in if you already have an existing account.
3. Once logged in click the link that reads - [Click here](#) to register for the fingerprinting process.

Note: Payment will be required during registration (fingerprinting locations do not accept payments).

4. Select New Applicant.
5. Read through definitions to know your **Applicant type**. (You will be asked about this later).
6. Select your location, date and time for your fingerprinting appointment.
7. Choose your **Applicant type** – Please read carefully.
8. Provide information needed for background check
9. You will then be required to enter in all current and accurate information, including your United States issued Social Security Number.
10. Sign Policies.

Note: You will receive appointment confirmation at the end. Please bring your Identification to your appointment and expect your appointment time to take around 30-40 minutes.

Safe Environment Training –



1. Log in to your Virtus Online account- [VIRTUS® Online](#)
2. On the home page click the green box labeled **Current Training**.
3. Begin **Protecting God’s Children Online Awareness 4.0**
4. Note this will take approximately 45 minutes to complete please allow yourself enough time to do so before starting.
5. Once completed, you can access a copy of your certificate by clicking on the Home tab then click the green box labeled Training History. There will be a tiny picture of a certificate next to the completed date. Click the Certificate.

Example:

Completed
01/19/24 