

New Volunteer - create account

Thank you for your interest in volunteering at Holy Family Classical School. Becoming a *Covered Volunteer* in any ministry in the life of the church or school means that you have completed the Child Youth Protection training program offered by the Diocese of Tulsa. As the Local Administrator I will be assisting you with this process. **Please note you may only begin volunteering once you have completed the training and we have received a clear background check.**

The Diocese of Tulsa utilizes an on-line web portal, Virtus. You will need to create an account and use the web portal for the following:

1. background check
2. Diocese of Tulsa policy documents
3. interactive training video

These can be completed online at no charge to you.

Follow this link to get started: [VirtusOnline](#).

Step 1, Create an account.

- Your location is Holy Family Cathedral (**School or Church**), in the Diocese of Tulsa, Oklahoma.
- Your role will be a *volunteer*.

Step 2, Review the policy documents

- Open each document pdf.
- At the end, check the box and type your name and the date.
- Then select **Continue** to proceed.

Step 3, Complete Registration Process

- Select "I need to apply for a background check and access the VIRTUS Online Training"
- Choose NO to the question "Have you already attended VIRTUS..."
- Your registration is complete. Now you can proceed to complete the Background Check and training video

Step 4, Background Check

- Do not use your back arrow in your web browser while in the process of completing
- When complete, close the background check screen

Step 5, Interactive Training Video

- Select the Current Training textbox
- The video should be titled *Protecting God's Children*

I will be following your progress.

Please feel free to contact me with any questions or concerns.

Sincerely,

Jennifer Merle

Virtus Coordinator for Holy Family Cathedral and Classical School

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