

Thank you for your interest in volunteering at St. Mark Parish; your generosity is truly appreciated!

Below are the directions to follow in order to create an account and become compliant with Archdiocesan Child Protection Policies:

Visit [www.virtusonline.org](http://www.virtusonline.org)

## VIRTUS® Online

Every parent, every staff member, every employee—in fact, everyone in the community, has a great opportunity to protect all children and even, perhaps, save their lives.

[www.virtusonline.org](http://www.virtusonline.org)

### **FOR NEW VOLUNTEERS:**

Click on “First Time Registrant,” then “Begin the Registration Process.”

Select “Baltimore (Archdiocese)” as the organization and click “No” when asked if you’ve previously registered in Virtus.

You will then be prompted to create a User Name & Password.

From there through the end, follow all of the prompts.

**One caveat: be certain to register under Mark Catonsville, St. (Baltimore) OR for the school, Mark Catonsville School, St. (Baltimore) as a volunteer WITH substantial contact with children in order to be prompted to submit a background check, enter 3 references (with their email address, when possible) & complete the online video training.**

Be certain to click “SUBMIT” at the end or your status will remain “pending.” You’ll know you’ve done everything correctly if you are prompted to print your certificate of completion. The entire process takes about an hour.

**RETURNING VOLUNTEERS** can enter Virtus to check their status simply by entering their User Name & Password.

Again, thank you for your generosity!

Ona Corkrin, Screening Coordinator