How to Prompt a Background Check on VIRTUS

Once logged into VIRTUS:

1. From the Administration tab
2. Select "User Search", under the System Administration section on the left-hand side of the webpage.
3. Type in the last name or first name of the individual (less detail gives better results). Make sure to click on the box that says "Show Inactive Users".
4. Click on the last name of the user.
5. Make sure their email address is correct.
6. Click on the green tab on top that says "Background Check"
7. Click on "Force Background Check Prompt" this will send an email to the user with a link to access S2Verify to complete the background check information. Once completed you will receive an email that it is ready to be run. **MAKE SURE TO EMAIL USER TO LET THEM KNOW THAT YOU ARE SENDING THIS TO THEM SO THEY DO NOT THINK IT IS SPAM**.

*Clergy background checks are run and recorded by the Diocese of Winona-Rochester Pastoral Center.