

How to Record Background Check Information on VIRTUS

Please enter the Background Check information for all Employees and Volunteers of your school/church.* Select the Provider used, the date the Check was run, and the location who ran the background check.

Within the individual's account (profile):

- From the Administration tab, select "Users" or "User Search", under the System Administration section, to find the individual.
- Click on the green tab on top that says "Background Check"

Administration

System Administration
 New User Signups
 Preregistered Users
 Users
 User Search
 Alias Search
 Roles
 Profiles
 Locations
 Groups
 Communication Center
 Message Board
 System Setup

Training Administration
 Training Bulletins
 Online Training Modules
 Live Training

Reports

Hamann, Mary

General | **Contact Info** | **Background Check** | Required Documents | Training | Summary

Background Screening

Date	Type & Provider	Name Submitted	Run By	Report Location	Comments	Complete	Edit
09/27/2016	Employee/Volunteer Screening S2Verify - Manual		M.Hamann			Yes	
09/28/2011	National Criminal Background Check LexisNexis	Mary Hamann	Peter Martin			Yes	

[Record a background check for this user](#)

Force Background Check Prompt

- Select "Record a background check for this user"

Hamann, Mary

General | **Contact Info** | **Background Check** | Required Documents | Training | Summary

Add Background Check

Type: -- Select --
 Date: -- Select --
 Name Submitted: S2Verify - Manual: Employee/Volunteer Screening
 S2Verify - Manual: Re-screening Package
 State of MN: BCA Criminal Background Check (School ONLY)
 Run By: Mary Hamann

- Select Type
- Enter Date
- Enter Name Submitted (User's name)
- Enter the location who ran the background check.
- Click Save

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