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"

- Select "Record a background check for this user"

- 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.