



Virtus and Fingerprinting for Volunteers

Fingerprinting

Fingerprinting must be done every four years for volunteers and staff. Fingerprint appointments must be made in advance, and are scheduled online. Here are the steps:

- Go to <https://uenroll.identogo.com/>
- Where it says 'Enter your service code to get started,' enter the code **2F1J3Y**
- Click 'Schedule or Manage an Appointment,' and fill your information in per the form. It will also ask you for a contributor case number, which is **TRE093**
- When you make the appointment, you will need to enter credit card information (the current cost for volunteers is about \$25). When you are fingerprinted, they will give you a receipt. Please be sure to get a copy of your receipt to the RE Office so we can have you reimbursed by the parish.

Important - You are asked in the online form to indicate which form of identification you are bringing with you to the appointment. Please be sure to bring that with you, and also be sure to be on time for the appointment. Identogo staff will cancel the appointment when a person is late and/or does not bring identification as indicated in the form.

Virtus Training

All volunteers and staff must attend an initial (first-time) Virtus session, and a recertification session every four years thereafter. The initial session is approximately three hours, and the recertification session is approximately one and a half hours. [You can click here](#) for a list of Virtus training sessions being offered at St. Joan of Arc this fall (2023).

When you register for a session, you will also have the option to attend the training at another parish, if this works better for your schedule, or register for an online version of the training. Registration instructions for all options are below. **Please note that Virtus facilitators cannot accept walk-in registrations; all registrations must be completed in advance online. To register, please do the following:**

To register for a session:

- ❖ Go to <https://www.virtusonline.org/virtus/>
- ❖ **Initial Training:** If this is your first time taking Virtus, click 'First Time Registrant.'
 - Click 'Begin the registration process'
 - Select 'Trenton, NJ (Diocese)' from the drop-down
 - Follow the prompts to create an account and register for a session
- ❖ **Recertification:** If you have attended Virtus in the past, fill in the User ID and password in the 'Login for Existing Accounts' box.

- Click the 'Training' tab at the top of the page
- Click 'Live Training' on the left side of the screen
- Click 'Pre-register for an upcoming live training session in your area'

❖ **Online Option:** If you cannot attend a live session, you can opt to take Virtus online. To do this, you would need to create an account (see the steps above for 'Initial Training') and then email jessica.donohue@stjoans.org with your username for the Virtus account you created.

If you have any questions regarding Virtus, please contact Janet Polidora at janetpolidora1955@gmail.com or 856-979-7486.