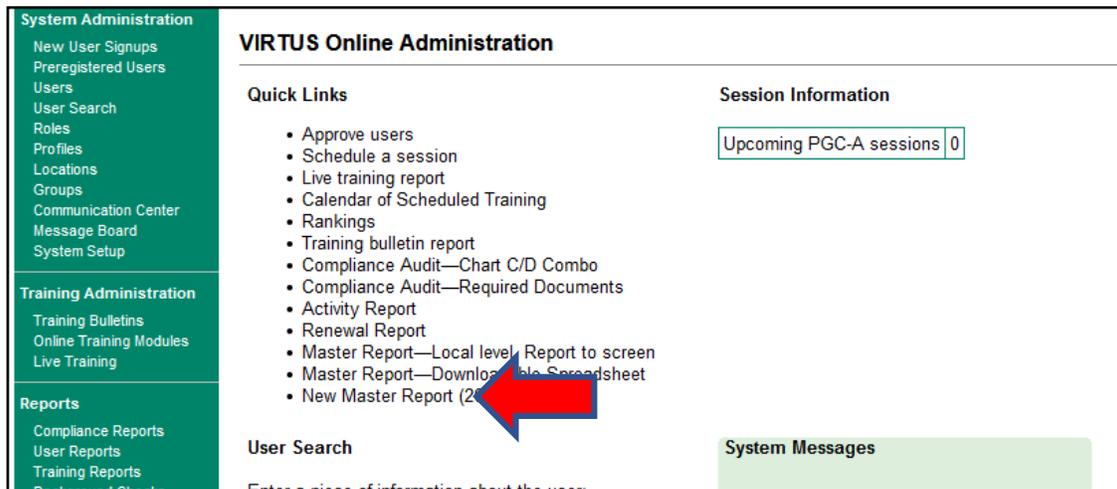


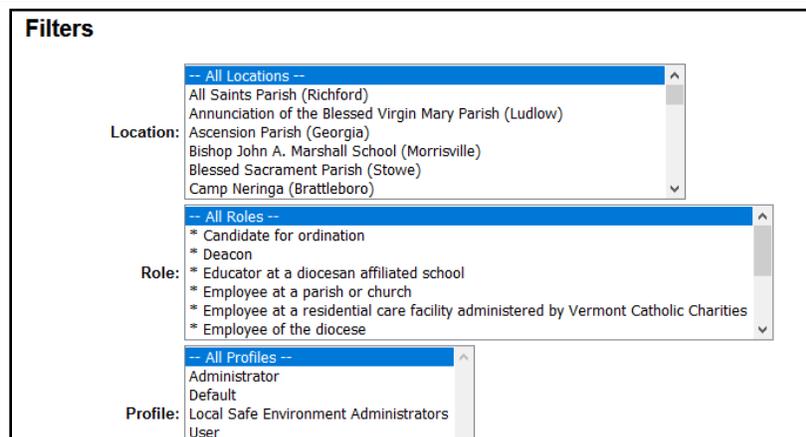
Compliance Report Instructions



1. After logging in to VIRTUS, near the top of the screen, click on the **Administration** tab.
 - a. If you do not see an administration tab, please call the Safe Environments office at (802) 658-6110 x1218 and ask to be given VIRTUS administrator access.



2. Near the middle of the screen, click on **New Master Report**.



3. You will see options for **Filters**. These options control what users are included in your report.
 - a. **Location:** If you have multiple locations, such as different churches, you can limit your report to specific locations, but it is best practice to select **All Locations**.
 - b. **Role:** You can also filter by role, but it is best practice to select **All Roles**.
 - c. **Profile:** The Profile option is not used often; please select **All Profiles**.
 - d. **When in doubt, just select All** for all of these filters

User Fields

- Last
- First
- Middle
- Nickname
- Salutation
- Login ID
- Email
- Account Status
- Primary Location
- Primary Location ID
- All Locations (select to find users in secondary sites)
- Roles in primary location only (select to limit roles to only those in the user's primary location)

4. **User Fields:** These options control what user information is shown in your report.
- a. Click the checkbox next to **Last** and **First** to display the names of users.
 - b. Click the checkbox next to **All Locations**. This is important to see all users.
 - c. Leave the checkbox next to “Roles in primary location only” NOT checked, or uncheck it if it is already checked. This is important to see all users.
 - d. Other options can be checked if you want to see that information on your report.

Background Checks

- Combine all selected background check types into one column - You must select the items below to combine
- Fastrax: Manually entered (inactive)
- iCORI: ICORI (Massachusetts) (inactive)
- VCIC: VCIC (inactive)
- OSEP Background Check: OSEP
- Out of State: Out of State (inactive)
- Pre-Fastrax: Background Check (inactive)
- Selection: Fastrax

5. **Background Checks.**
- a. Please **check every checkbox available**, including the top box to “**Combine All...**” This will show the most recent *Office of Safe Environments (OSEP) background check*. A **background check is valid for five years**.
 - b. **Schools Only:** For faculty, staff, and certain volunteers who are required to have a **Title 16 or NCPA fingerprint-supported criminal records check**, please consult your own records or contact the Catholic Schools office at (802) 658-6110, extension 1200, for this information.

Training

Combine all selected training types into one column - You must select the items below to combine

Live

- Protecting God's Children for Adults
- Protecting God's Children for Facilitators
- Protecting God's Children for Parents
- Sex Abuse Prevention

Online

- Bullying/Cyberbullying
- Child Sexual Abuse Awareness Module 1.0
- Child Sexual Abuse Awareness Module 1.0 (Spanish)
- Keeping the Promise Alive 3.0
- Keeping the Promise Alive 3.0 (Spanish)
- Protecting God's Children® Online Awareness Session 2.0
- Protecting God's Children® Online Awareness Session 3.0 (Spanish)
- Protecting God's Children® Online Awareness Session 3.0
- Sexual Harassment - Módulo de Capacitación en Línea Sobre Acoso Sexual 1.0 (Español)
- Sexual Harassment Online Training Module 1.0
- The Safe Environment Awareness Program for International Priests™

6. Training:

- a. Please **check every checkbox available**, including the top box to "**Combine All...**" This will show the date that the most recent VIRTUS training course was completed.
- b. VIRTUS training needs to be renewed annually; it is **valid for one year**.
- c. **Please note:** Once a user completes **any one** training course, they are considered trained for **one year** from the **day they completed the course**.
- d. **A user should NOT be asked to take more than one course at once.** A user is NOT required to "catch up" on courses.

Bulletins

Protecting God's Children for Adults

7. Bulletins:

- e. Monthly training bulletins are **no longer used or required** by the Diocese of Burlington. Please disregard this option.

- Show only users who are currently active
- Show only users who are currently active (including pending users)
- Show only users who are currently pending
- Show users who were active from: to:
- Show all users (including inactive users)*

8. At the bottom is one final filtering option:

- f. Select **Show all users (including inactive users)**.

[Run Report to Screen](#)

[Export Report to CSV](#)

9. Running the report:

- g. Click on **Run Report to Screen**: this is the recommended option.
- h. The option to Export Report to CSV is only recommended for advanced users.

Master Report

Run by: Jane Smith
 Run on: 10/09/2020
 Run for: St. John's Parish, All Locations | Roles: All Roles

	Last	First	All Locations	Training	Background Check
1	Doe	John	St. John's Parish	5/20/2018	1/2/2017
2	Ipsum	Lorem	St. John's Parish, St. Mary's Church	3/1/2019	
3	Jones	Bob	St. Mary's Church, St. John's Parish, Nativity Parish		8/12/2019
4	Smith	Jane	St. John's Parish	12/5/2018	4/28/2014

10. Viewing the Report:

- i. The **Last** and **First** name of each user is shown at the left. Clicking on a user's name will show their individual profile.
- j. **All Locations**: this area will show all locations with which each user is associated. Any user can choose to associate their account with more than one location.
- k. **Training**:
 - i. **[a date]**: If a date is shown, that is the date on which the user **last completed a training course**.
 - 1. A user's training is **compliant until one year from this date**.
 - 2. If the date shown is more than one year old, that user's training has expired and needs to be renewed.
 - ii. **Blank**: If there is a blank, the user created a VIRTUS account, but **did not fully complete the training**. The user needs to be **contacted** and told to log in and continue the training until they are shown a **certificate of completion**.
- l. **Background check**:
 - i. **[a date]**: If a date is shown, that is the date of the **most recent** background check. A user's background check is compliant until **five years from this date**. If the date shown is more than five years old, that user's background check has expired and a new one needs to be completed.
 - ii. **Blank**: A blank indicates that no background is on record in Virtus.
 - 1. If a user is believed to already have a current background check, please call the number below to see if one is on record at the Diocese.
 - 2. If no background check is on record, the user will need to complete a new one. Please call the number below if assistance is needed with this.

If you have any questions, please call the Safe Environments Office at (802) 658-6110 x1218