

# STEPS to becoming a School Volunteer

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## Step 1: Set Up Your Virtus Online Account

- Go to [www.VirtusOnline.org](http://www.VirtusOnline.org) and create your account.
- For detailed instructions, click on the “How to Create a Virtus Online Account” link provided by the school.

## Step 2: Register & Attend Child Protection Training

- While creating your Virtus account (Archdiocese of Washinton) , sign up for the “Protecting God’s Children for Adults” slide show course/ upon completion you will receive a certificate.
- Send a copy of your certificate to the school office and application

## Step 3: Complete Your Fingerprinting & Background Check

- Fill out the ADW Virtus application and the Livescan Pre-Registration application.
- Approved fingerprinting center.
- Bring a valid ID for fingerprinting (FBI background check).
- Use these codes to ensure the background check goes to the Archdiocese Child Protection & Safety office:
- Agency Authorization #: **9000016616 and 1100000042**
- ORI # **MD920523Z**

## Step 4: Confirmation & Participation

- Once fingerprints are approved, you’ll receive clearance notification from May Robinson, Virtus Coordinator.
- After clearance, you may participate in all school events, field trips, and activities.

**Thank you for volunteering and supporting St. Mary’s School of Piscataway!**