MARY, MOTHER OF THE CHURCH PARISH VOLUNTEERS ONLY

BACKGROUND CHECKS ONLINE STEP-BY-STEP GUIDE

☐ To begin log into https://uenroll.identogo.com/

☐ Enter Service Code – **2F1J3Y**

☐ Click on Schedule or Manage Appointment

☐ Begin by entering in your Name, Date of Birth and Method of Contact

☐ Agency Identifiers

    ☐ Contributor Case Number – **TRE113**

    ☐ Miscellaneous – **(leave blank)**

☐ Citizenship

☐ Answer questions of alias and mailing address

☐ Personal Information

☐ Mailing Address

☐ Documents – by choosing for example your Driver's License issued by a State

YOU MUST BRING THIS EXACT ID WITH YOU TO YOUR APPOINTMENT

☐ Search for an Enrollment Center – type in 08505 and they will give you nearby suggestions. Feel free to increase the number of results, more than 5.

☐ Select the site by clicking on the town you prefer and choose next

☐ Appointment Date and Time – select date and time according to your schedule. Once you select submit you are locked into that appointment unless you need to change it at a later date. You will receive an email with your scheduled appointment information.

☐**YOU MUST PRINTOUT EMAIL WITH YOUR APPOINTMENT DATE,NAME, AND UE ID# AND BRING IT WITH YOU TO YOUR APPOINTMENT ALONG WITH YOUR PICTURE ID.**

☐ Should you miss your appointment, you will NOT be reimbursed. Please make another appointment.

VIRTUS Child Safety Protection STEP-BY-STEP GUIDE

- Go to *www.virtus.org* and click the blue box FIRST-TIME REGISTRANT

- Scroll down to Trenton, NJ (Diocese), select, answer NO for first time registrant, create user ID and password (I tend to use my email as the user ID), continue with the remaining requested responses.

- **Primary Location:** Mary, Mother of the Church Parish (Bordentown). This is where the Parish Office is located, regardless of which site you will be volunteering at, St. Mary's or Holy Assumption.

- Once an account has been created you have two options to take the course.
   - 1st Option: Take the course within the confines of your home, on your computer/laptop. You will be given a series of multiple-choice questions, each one followed by a video. This will take approximately 1.5 hours. If you choose to do this option, **DO NOT REGISTER FOR ANY ONLINE CLASS**, logoff at this time. Email mzola@mmotcp.org that you have created an account in VIRTUS and I will send you a follow-up email that the module link is available to take the course. You will not need to print the certificate, just inform me when course has been completed.
   - 2nd Option: Take the course in person off site from our location. You'll be given a list of locations and times to choose. Register for them right from the computer. This will take approximately 3 hours in person plus travel time. Email mzola@mmotcp.org that you have registered for the course at a particular site and date of course.

ONCE YOUR FINGERPRINTS AND VIRTUS TRAINING HAVE BEEN COMPLETED, I WILL RECEIVE YOUR ID BADGE AND BE IN TOUCH.

THANK YOU FOR ALL YOU DO FOR OUR PARISH!