STEP 1

Go to VIRTUS® Online

For best results, open the webpage in Google Chrome.

STEP 2

Sign In to Your Account

Enter your User ID and Password, then select Sign In. If you need login information, select the red link for Need login Information?
STEP 3

Update User Data

After logging in, you will be prompted to Update User Data. Verify your date of birth, then click Continue.

STEP 4

Select Response and Continue

Users will be asked if they are involved in a parish early childhood program; for CCCNMO purposes, the response will be no. Select Continue to proceed to the next question.
STEP 5

Select Response and Continue

Users will be asked if they have completed a background check within the past 5 years; for CCCNMO purposes, the response will be no. Select Continue to proceed to the next question.

STEP 6

Click on Begin Background Check

The VIRTUSOnline system will prompt you to complete a background check; select Begin Background Check to proceed.
STEP 7

Click Enter Background Check Info

Users will be redirected to FastraxSelect. Locate the Diocese of Jefferson City from the listed agencies and select Enter Background Check Info.

![Diocese of Jefferson City Image]

STEP 8

Select Location and Click Enter Background Check Info

From the dropdown box, select Catholic Charities of C&N MO as the location. If you are involved with another parish or school in the Diocese of Jefferson City, you can select that option as well. Click Enter Background Check Info to proceed to the next page.

![Fastrax Select Image]
STEP 9

Review Name and Disclosure

Users will review their name (follow the links to correct this information) and the Fair Credit Reporting Act Background Check Disclosure before clicking on I Agree at the bottom of the page.

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FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE

If you are not Michelle Smith-Vandergriff or your name is misspelled click here

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STEP 10

Enter Information

Enter personal information in the required fields and review.
STEP 11

Click on Next

After entering and reviewing information, click Next at the bottom of the page.

STEP 12

E-Sign and Click on Next

Using the required formatting, type your signature (using the examples shown), then enter the last 4 digits of your SSN. Click Next at the bottom of the page to proceed.
STEP 13
Submit Background Check Request

Review the information provided on requesting a copy of your background check; select desired response and complete required fields. Click Submit Request at the bottom of the page to complete this onboarding step.

STEP 14
Click on Close

After receiving confirmation that the request has been successfully submitted, close the window by clicking Close or by exiting the browser.

Timeline for receiving results can vary; CCCNMO staff will reach out directly if there are delays or questions about background check results.
Catholic Charities of Central and Northern Missouri