

Thank you for your interest in becoming a volunteer at Saint Alphonsus Parish School.

At Saint Alphonsus, we are a community of students, parents, teachers, staff, and parishioners working together for our shared success. Volunteers are a critical part of our mission and the foundation of many extracurricular programs.

To volunteer you must complete the steps below - whether you are a new or a returning parent. If you have a problem logging in, please contact the Virtus help desk at 1-888-847-8870. If you have questions about your account or compliance contact Archdiocese Safe Environment Office at 206-274-3188.

#### For new volunteers . . .

1. Visit the online Virtus site and [register as a first-time registrant](#).
2. Click 'Begin the Registration Process' (please remember your login information).
3. Register online for the 3-hour Safe Environment Class: Protecting God's Children.
  - Saint Alphonsus offers this class periodically and will announce scheduled classes in the Angel's Angle.
  - Visit the [Virtus list of upcoming classes in the Seattle area](#) for additional class choices.
    - Choose 'Seattle, WA Archdiocese' in the drop-down.
4. When you are logged in on the online Virtus site, click the 'Background Check tab' to begin the process. The background check process is typically completed within a 24-hour period and **must be updated every 3 years**.
5. After you've completed steps 1-4 a certificate will be sent to you via email. A copy will be shared with the Virtus Coordinator at Saint Alphonsus Parish School. At this time you are cleared to volunteer at Saint Alphonsus Parish School.

#### For returning volunteers . . .

1. Visit the [online Virtus site and login](#). If you do not remember your login information click '*Need login information.*' DO NOT create a new profile. Contact the Virtus help desk, 1-888-847-8870, for login assistance.
2. Please ensure that you are your background check is up-to-date (required every 3 years). You do not need to repeat the 3-hour class.
3. As long as your background check is up-to-date you are cleared to volunteer. On occasion, you may receive online bulletins for additional training or compliance. Please complete these when or if you receive them.