## **Procedure for Volunteering**

Dioceses of Venice Volunteer Procedure (20 hours required per family each school year)

## **Instructions to register for Fingerprints and Safe Environment Training**

Go to: <a href="https://dioceseofvenice.org">https://dioceseofvenice.org</a>

Scroll down to bottom of page and click on Safe Environment

Proceed to scroll down again and click on Login to Virtus Online

To begin the process, first time users will need to click on **First time registrant** to make a new ID and password, current users can enter their ID and password

Please select location: Venice (Diocese)

Follow the instructions to choose a date for Safe Environment Training. You will need to click the box on the left to choose which training you will attend.

## To register for fingerprints:

Fill out the personal information and provide your payment information. You will need to print out the confirmation code to take to the fingerprint appointment. You will also need your Driver License for this appointment.