



# Bridgeport Catholic Academy

3700 S. Lowe ♦ Chicago IL 60609

Dear Volunteer,

July 7, 2016

The Archdiocese of Chicago is **REQUIRING ALL VOLUNTEERS** who work with children in our parish, school, sports programs and religious education to go through a background check and Virtus Training.

You need to start by completing a Virtus Training Session. You must pre-register for Virtus Training online.

- Log on [www.virtus.org](http://www.virtus.org)
- Click on Start Registration
- Choose your own User ID and Password
- Fill in all of the application details. All fields marked with an \*, must be filled in completely.
- Choose the location (Bridgeport Catholic School (Chicago)) in which you volunteer. If there are multiple locations, you may select all of them in the next screen. It is imperative that you select your Parish as one of your sites.
- Complete your registration by choosing the date and location of the seminar you wish to attend.

If you have completed your Virtus registration you can now complete the **Application for Volunteers / DCFS Authorization for background check “Cants”, and read and signed the “Code of Conduct”**. **On a yearly basis you will be required to complete the “Cants” form which you can do by logging into your account and completing the online form or one can be provided by the school/parish at the beginning of each new school year.**

To complete your Application for Volunteer, please log on [www.eAppsdb.com](http://www.eAppsdb.com)

- Click on first time user and follow the directions
- Type in “Bridgeport” and click search; you then can select “Bridgeport Catholic Academy”
- Enter “Protection” as the code which you were given at your Virtus Training session
- Select volunteer twice and then enter in your personal information as needed. HINT: It is a good idea to have both your Virtus and eApps user name and password the same; as you may need to visit these sites regularly
- Once complete you will be asked to login. Complete all sections except “Religious Community”. Once you have done all sections completely you will see a green check mark. All fields marked with an \*, must be filled in completely.
- Your “Code of Conduct” needs to be completed online here.
- Bridgeport Catholic Academy will be highlighted in red under Selected Sites, remember here is where you can add your additional sites, so other location can see your information.

**THESE ARE REQUIREMENTS OF THE ARCHDIOCESE. ALL SCHOOL AND PARISHES ARE BEING REQUIRED TO HAVE THEIR VOLUNTEERS COMPLETE THESE REQUIREMENTS.**

If you have not had your background check done, or registered for Virtus Training, or have an updated Cants Form; you must do so immediately or we can no longer permit you to volunteer your services. Any questions please call the school office.

Thank you,  
*Bridgeport Catholic Academy*