

# Online “Background Check” Instructions

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1. Log on to [www.archchicago.org](http://www.archchicago.org)
2. On the left side of the page, scroll down and click on the section labeled “Protecting Children”
3. This will bring you to the “Office for the Protection of Children & Youth”
4. On the left side of the page, scroll down and click on the section labeled “Compliance for Clergy, Employees, and Volunteers (Criminal Background Check/eApps, Virtus, etc)”
5. This will bring you to the Safe Environment Office page. **Criminal Background Screening** is the 2<sup>nd</sup> article. Click on the [Criminal Background Screening Online Application \(eApps\)](#) at the bottom of the article
6. This will bring up the **Login Page**. Click on “**click here**” (in the first line) to register.
7. This will bring up the **New User Registration** page.

Please follow these instructions closely:

1. Click on the **Open the Site Search** button
2. Type in the word Bernadette (Do not type “Saint or St)
3. Click “Search”
4. Select “St. Bernadette School” 9311 S. Francisco from the options (Do not select St. Bernadette)
5. Access Code: Protection
6. Select: Archdiocese of Chicago
7. Type of application: Volunteer

Continue answering questions as prompted. When prompted for User ID and Password, use the following:

USER ID: (all lower case with no spaces)  
First initial of first name  
Full last name  
Two-digit month of birth  
Two-digit day of birth  
  
Example: jcollins0812

PASSWORD: (all lower case with no spaces)  
First initial of first name  
Full last name  
protect  
  
Example: jcollinsprotect

8. When finished with registration page, click “Register”

This brings you to the “Application Overview” page. You may be prompted to enter your USER ID and Password again (same as above).

On the right side of the page is a list of sections of the application. You must click on each section- one at a time. When you click on the section, it opens and you are prompted to fill in the required information. Once a section is complete, click on “return to application.” If the section was completed properly, there will be a green check mark indicating this section is complete. If more information is needed or the section is incomplete, there will be a red “X.” If this happens, it will tell you where you made the mistake.

You must complete each section so all topics are marked with a green check. Once complete, click “Submit Application” and you are finished!

**SPECIAL NOTES:**

- You can save your information and exit the program at any time. All you will need to do is simply log in again and enter your user ID and password. All information you had previously typed will be saved.
- Only fields with a \* are required fields. If fields do not have an \* next to the, they are optional.
- Please pay close attention to the date formats each field requests. (ie. MM/DD/YYYY). If you enter info in the wrong format, you will be prompted to change before the system will accept.

Any questions, please contact Mrs. Jane Collins at 708.422.6429