Diocese of Joliet

Office of Child & Youth Protection

Blanchette Catholic Center
16555 Weber Rd.
Crest Hill, Illinois 60403
www.dioceseofjoliet.org

Compliance Report Instructions Using New Master Report (2021) in VIRTUS
(includes Sexual Harassment Prevention Training)

1. Click on your **Administration** tab
2. Under **Quick Links**, click on "**New Master Report (2021)**"
3. **Filters** -> Select your location
4. **Role** -> Select "All Roles" (this will give you all clergy, employees, and volunteers; please note, only clergy and employees are required to take the sexual harassment prevention training)
5. **Profile** -> Select "All Profiles"
6. **Continuing Training** -> Select "All Training Statuses"
7. **User Fields** -> Select
   a. Last
   b. First
   c. Roles in primary location only
   d. Any other information you wish to be included in the report
8. **Background Checks ->** Select
   a. Combine all selected background check types into one column
   b. Accurate Biometrics: Fingerprint
   c. Selection: 16906 (this is Selection.com Fastrax)
   d. Any other name-based background check vendor your site has used in the past
9. **Required Documents ->** Select
   a. DCFS CANTS 22
   b. DCFS CANTS 22A (if you are a local administrator for any clergy)
   c. Mandated Reporter TRAINING Certificate
   d. Policy Regarding Sexual Abuse of Minors (rev 7-15-2021)
   e. Standards of Behavior for those Working with Minors (rev 7-15-2021)
   f. Any other documents you wish to include in the report (i.e., Adult/Minor Volunteer Application)
10. **Training** -> Select
    a. Under **Live ->** Select
       i. Protecting God's Children for Adults
    b. Under **Online ->** Select
       i. Protecting God's Children Online Awareness Session 3.0 (Spanish)
       ii. Protecting God's Children Online Awareness Session 3.0
       iii. Sexual Harassment PreventionTraining_Diocese of Joliet
       iv. Sexual Harassment PreventionTraining_Diocese of Joliet (Spanish)
11. **Bulletins ->** Select
    a. Show only users who are currently active (including pending users)
12. Click on **Export Report to CSV**
13. The next screen is entitled, "**Master Report**" -> Click "Download the Report" -> Excel file with the data selected will be produced

Please contact OCYP at SafeEnvironment@dioceseofjoliet.org with any questions