

How to send an unknown Virtus™ account to the “Unknown” location

Step 1.

In the user’s Virtus account, select “Add Role and Location”.

Roles:

| Primary Role | Role | Location | Start | End |
|---|---|---|------------|-----|
| <input checked="" type="checkbox"/> | Volunteer with Minors/Voluntario(a) con Menores | PARISH: Our Lady of the Rosary Cathedral (San Bernardino) | 01/12/2023 | — |
| Set Primary | Volunteer/Youth Ministry - Voluntario(a)/Pastoral de Adolescentes | PARISH: Our Lady of the Rosary Cathedral (San Bernardino) | 01/12/2023 | — |
| + Add Role and Location | | | | |

Showing 1 to 2 of 2 entries Show Inactive

= End or delete role

Title or Function:

This user’s Local Coordinators:

Step 2.

Select the “Unknown” role from the dropdown menu. Next, select “Unknown” for the location.

Roles:

| Primary Role | Role | Location | Start | End |
|-------------------------------------|---|---|-------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Volunteer with Minors/Voluntario(a) con Menores | PARISH: Our Lady of the Rosary Cathedral (San Bernardino) | 01/12/2023 | — |
| Set Primary | Volunteer/Youth Ministry - Voluntario(a)/Pastoral de Adolescentes | PARISH: Our Lady of the Rosary Cathedral (San Bernardino) | 01/12/2023 | — |
| <input type="checkbox"/> | <input type="text" value="- Select One -"/> | <input type="text" value="- Select One -"/> | <input type="text" value=""/> | <input type="text" value=""/> |

Showing 1 to 2 of 2 entries Show Inactive

= End or delete role

Title or Function:

This user’s Local Coordinators:

Step 3.

To remove the account from your parish/school location, click on the red octagon symbol.

Roles:

| Primary Role | Role | Location | Start | End |
|---|---|---|------------|-----|
| Set Primary | Volunteer/Youth Ministry - Voluntario(a)/Pastoral de Adolescentes | PARISH: Our Lady of the Rosary Cathedral (San Bernardino) | 01/12/2023 | — |
| <input checked="" type="checkbox"/> | UNKNOWN | UNKNOWN | — | — |
| + Add Role and Location | | | | |

Showing 1 to 2 of 2 entries Show Inactive

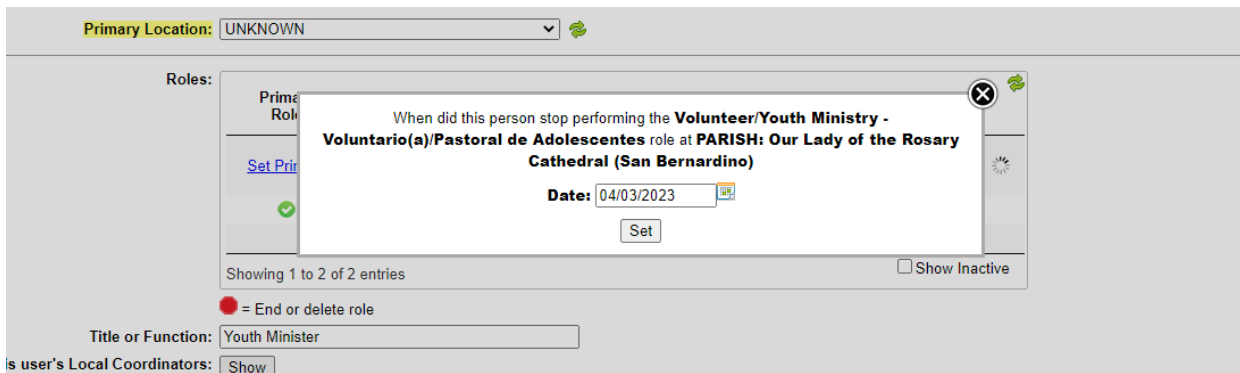
= End or delete role

Title or Function:

user’s Local Coordinators:

Step 4.

Select the "Set" date to confirm.



The screenshot shows a web interface with a "Primary Location" dropdown menu set to "UNKNOWN". Below this is a "Roles:" section. A modal dialog box is open, displaying the text: "When did this person stop performing the **Volunteer/Youth Ministry - Voluntario(a)/Pastoral de Adolescentes** role at **PARISH: Our Lady of the Rosary Cathedral (San Bernardino)**". The "Date:" field contains "04/03/2023" and has a "Set" button next to it. Below the dialog box, it says "Showing 1 to 2 of 2 entries" and "Show Inactive" with a checkbox. At the bottom of the page, there is a "Title or Function:" field with "Youth Minister" and a "Show" button for "is user's Local Coordinators:".

Step 5.

Finally, make sure to scroll to the bottom of the page to either "Save" or "Save and Review"

For questions, please contact the Office of Child and Youth Protection at (909) 475-5128 or email us at childandyouthprotection@sbdiocese.org