

2017-2018 VOLUNTEER INFORMATION

Dear Parents,

The Diocese of Metuchen requires that any adult volunteering in school or other parish related activities involving children must adhere to the following:

Virtus Training - a class/movie explaining strategies for keeping our children safe.

New Registrants - Please go online to www.virtusonline.org

1. Select –“First Time Registrant” Select- Begin the registration process Select Metuchen. NJ. or Select- View a list of sessions available.
2. Select Create User Id and Password
3. Fill out registration information and choose primary location-Metuchen, NJ (Diocese)
4. Please answer all questions and register by selecting from a list of upcoming sessions offered by a Parish or Church within the Diocese of Metuchen
5. Upon completion of the Virtus training, send a copy of the certificate to the Immaculate Conception School office.

Lost or misplaced certificates - Go to www.virtusonline.org

1. Type in user name and password. If you do not remember, click above login and the Id and Password will be sent directly to your email.
2. Click on – **My Training**
3. Click-**Live training and print certificate**
4. Send copy of certificate to Immaculate Conception School office or email a copy to bgaffney@icsschool.org.

Idento (formerly Morpho Trak)

New Registrants - Please go to the school website, www.icsschool.org, on the H S A tab, click on Volunteer. You may download a **Idento** application form.

1. The application form has prefilled codes for Immaculate Conception School. At the time of your appointment at the fingerprinting facility, bring the **Idento** application form and a picture ID. The web site for **Idento** is www.bioapplicant.com/nj
2. When fingerprinting is completed provide a copy of the form with the receipt to Mrs. Beverly Gaffney, Bursar, at Immaculate Conception School.
3. Any questions or concerns please call the bookkeeping direct line, 908-895-1106.
4. **It is mandatory for both requirements to be completed before you may volunteer or chaperone any event. There are absolutely No Exceptions. Please allow 4 to 6 weeks for completion of the process.**

Thank you and God's blessings to all our parent volunteers!

