

Our Lady of Fatima School
Mind Your Business (MYB) Background Check Information

Safe Environment background checks are done after an initial in-person training, and thereafter, background checks must be performed every 5 years. Up until recently, this process was done by me. However, the Diocese has currently switched to one database, Virtusonline.org. I am no longer able to complete this for you. You will have to complete this process yourself to continue attending Fatima events. **This new database will automatically send you the below message when your background check needs to be renewed:**

(The letter below is an example of what you would receive if it was time for your background check. No action is required unless you have received this letter or notified by me of the need to complete the process)

"From: VIRTUS Online <system@virtus.org>
Date: current date
To: XXXXXXXX
Subject: Diocese of Lafayette - Background Check Renewal
Reply-To: No Reply <noreply@virtus.org>

In our on-going efforts toward providing a safe environment for our children and youth, the Diocese of Lafayette requires that a background check be completed every 5 years.

Please click on the link below to access the MYB background check link through the VIRTUS platform.

www.virtus.org

Your User ID to log in to the VIRTUS platform is

XXXXXXXXXXXXXXXXXX

You have the ability to recover your password by clicking on "Need login information" under password box.

If you believe you have received this email in error, please contact your parish/school local VIRTUS administrator where you work or volunteer.

If during this process you have any difficulties logging into your account, please contact the VIRTUS Helpdesk at helpdesk@virtus.org or at 888-847-8870.

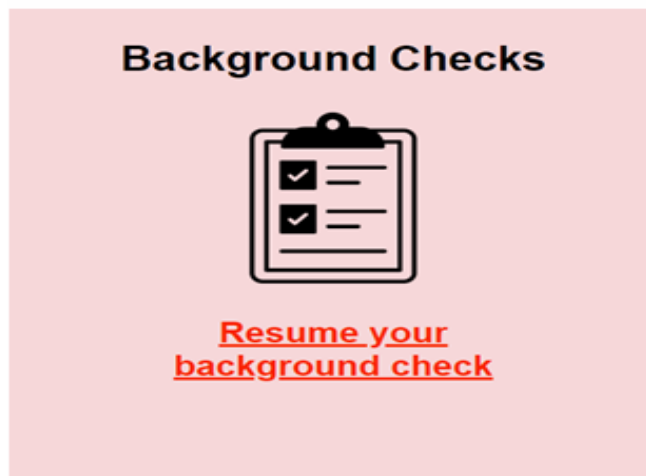
Thank you for your time, ongoing support, and for your diligence in making our parishes, schools, and, ultimately, our communities a safer place for all of God's children.

Please note that this is **NOT** a scam. Also, they **do not** run a credit check (even though it is stated in your paperwork to sign) when running background checks. If you do not want to run the background check, please let me know.

In addition, if you have already received this notification and did not reply, please let me know so that I have this information forwarded to you again.

If they background check is not done, you will no longer be able to attend Fatima events until it is completed.

When you access the website, you will see "Background Checks". If you need to have a new background check, you will see "Resume your background check". Please click on this and provide the needed information and authorization. Once you have completed this process, please logout of your account by clicking "Logout" in the upper right-hand corner of this website.



Resume Your Background Check

Your background check invitation with Mind Your Business (MYB) is waiting...

[Click here to resume your background check](#)

Once you start the process, you will see the following:

The screenshot displays the MYB Mind Your Business Applicant Portal. The header features the MYB logo and the text "MIND YOUR BUSINESS Background Checks & EEO Investigation Services". The main content area is titled "Required Documentation" and is divided into two sections: "Progress" and "Please Fill-Out/Sign Documents".

Progress Section:

- Review/Sign Forms
- Applicant Details (green checkmark)
- Preview/Sign Forms (red exclamation mark)
- Disclosure of Intent to Obtain Consumer Report or Investigative Consumer Report (red exclamation mark)
- Authorization to Obtain Consumer Report or Investigative Consumer Report (red exclamation mark)
- FCRA and A Summary of Your Rights (red exclamation mark)
- Order Not Complete (red exclamation mark)

Please Fill-Out/Sign Documents Section:

Instructions:
Click each link below to display and review the document. If a document has a red ball next to it (●), then it requires you to fill out data and possibly a signature. If a document has a yellow ball next to it (●), then it only requires review.

Once each document has been reviewed and/or filled out in the list below, you may continue to the next step.

Documents:

- Disclosure of Intent to Obtain Consumer Report or Investigative Consumer Report
- Authorization to Obtain Consumer Report or Investigative Consumer Report
- FCRA and A Summary of Your Rights

Cookie Policy:
To give you the best possible experience, this site uses cookies and by continuing to use this site you agree that we can save them on your device. Cookies are small text files which are placed on your computer and which remember your preferences and some details of your visit. We do not collect personal information with our use of cookies. For more information, please read our [privacy and cookie policy](#).

Please follow the directions on the screen. All 3 items require your attention. Two of them will require your signature. You must provide your Social Security Number as requested. Note that one of the documents states that it will do a credit check. The Diocese has assured me that this will not take place.

If you have any questions, please contact me, Joan Fawcett, at jfawcett@olf.org or 337-235-2464.