

**St. Aloysius Academy for Boys  
401 S. Bryn Mawr Ave  
Bryn Mawr, PA 19010  
610-525-1670**

**To: Parent Volunteers, Teachers, Staff and All who work with children**

**New “Simplified” DIRECTIONS for CLEARANCES --- Revised as of April 4, 2016**

**BackgroundManager** will assist in obtaining, recording and notifying you in re to **State Clearances**. If you have them, you can upload them yourself **or** fax them to background mgr. fax: 609-383-8616.

*You will always have access to your account in re to your clearances.*

**Directions---takes about 3 minutes**

Go to website **Backgroundmanager.com**

- Click “Start Background Check” Icon  
Enter the code given by your organization = **wildcats**
- Click “Start Background Check” icon
- **Please follow directions carefully and the system will automatically determine the State clearances that are needed specifically for you**

**DIOCESAN CLEARANCES**

**Safe Environment**

**Part 1 Protecting God’s Children class---**

register at [www.virtus.org](http://www.virtus.org) 215-587-2466

**Part 2 Mandated Reporter---**can be done on line -- register at [www.virtus.org](http://www.virtus.org)