Archdiocese of Philadelphia Faculty List Report
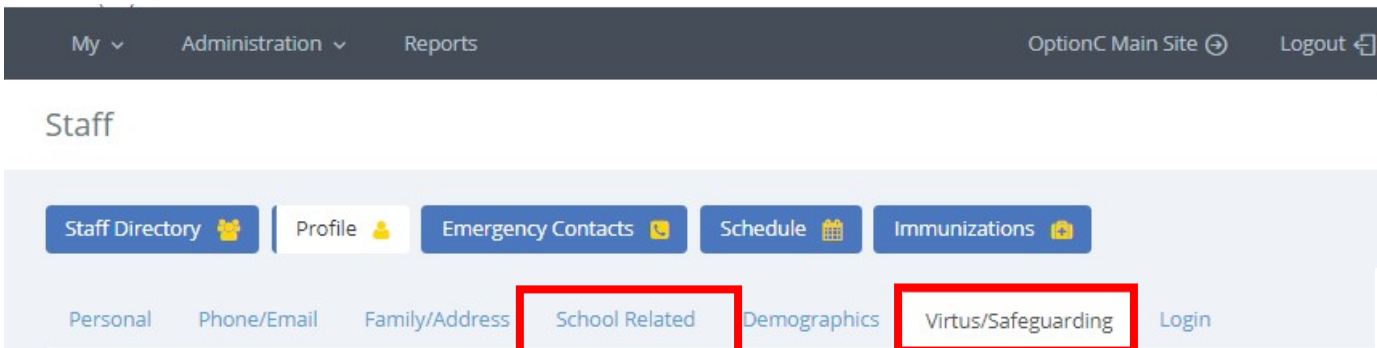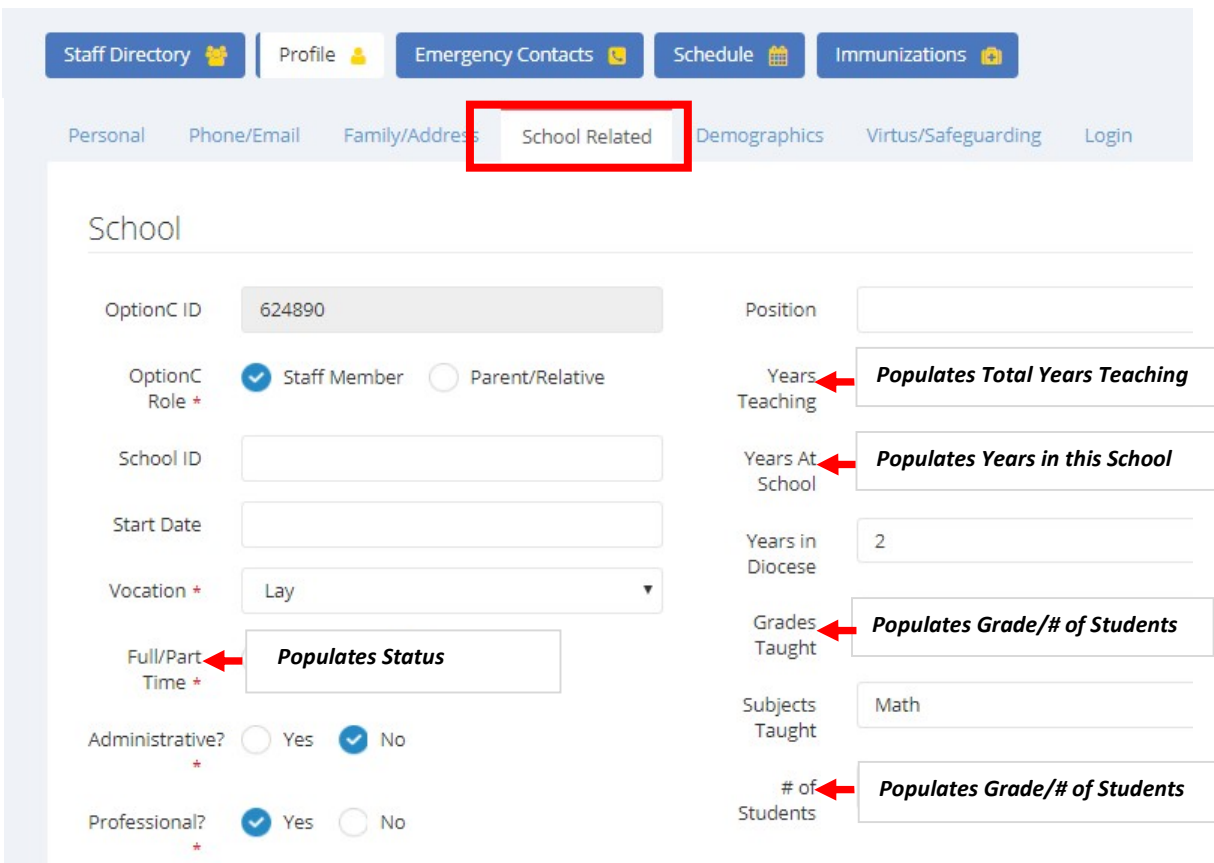
Once logged in, please go to Administration > Directories > Staff

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Directories > Staff

The Faculty List Report pulls data from the following tabs of the Staff Profile: School Related and Virtus/Safeguarding

Fields listed on the "School Related" tab:

State/Certification

State ID

Degree   *Populates Degree*

Professional   *Populates Professional ID #*
ID

Religious
Certificate

Certification   *Populates State of Certification*
State

Certification | × Instructional I |

Click in the box above to display a list or start
typing to add your own.

Certification
Areas

| × Business, Computer and Information Technology PK-12 |
| × Grades 4-8 Mathematics |

Click in the box above to display a list or start
typing to add your own.

# of Credits   0.00   *Populates # of Rel Credits*

Annual   ○ Yes   ● No
Update of
Credits?

Save School Changes   *Save "School Changes" to update the profile information*

Fields listed on the "Virtus/Safeguarding" tab:

| Personal | Phone/Email | Family/Address | School Related | Demographics | Virtus/Safeguarding | Login |

Virtus/Safeguarding

Safeguarding / Virtus / Abuse   ○ Yes   ● No   *Populates All Clearances on File*
Prevention Certified? *

Safeguarding / Virtus Code of   ○ Yes   ● No
Conduct Signed?

Date Of Last Virtus /
Safeguarding Background
Check

Date Of Last Virtus /
Safeguarding Training

Location Of Virtus /
Safeguarding Training

Abuse Prevention Certified?   ◯ Yes   ☑ No   ⬅ *Populates C.A.P.T*

Date of Fingerprinting

Location Of Fingerprinting

Date of State Background Check

Save Virtus/Safeguarding Changes   ⬅ *Save "Virtus/Safeguarding Changes" to update the profile information*