



Authorized Adults of a BC Sponsored Program:

Thank you for your demonstrated commitment to providing a safe environment for minors on the Boston College campus and registering to be an Authorized Adult in a BC sponsored program.

Please note: No person may serve as an Authorized Adult until he or she has completed the online self-disclosure form, the online training program, and a Criminal and Sexual Offender Record background check.

In order to meet the requirements of the Protection of Minors on Campus Policy and act as an Authorized Adult, you will need to complete the following steps:

1. Please click on the following link to complete the [Personal Information Disclosure](#) form
2. In order to satisfy the Online Video Training Requirement, which is a 35 minute video with 5 True/False questions, you will need to:
 - Visit the Virtus homepage (link provided below) and click on the Registration tab, on the left hand side of the page, to begin the process
 - Select Boston College in the organization drop down
 - Create a user ID and password
 - You will then be prompted to the Virtus homepage and log in with your user ID and password

Please click on the following link to complete the [Virtus Online Video Training](#).

3. You will also need to input your information for the Online Criminal and Sexual Offender Record Information (CORI & SORI) forms through the following secure website:

Please click on the following link to complete the [Online Criminal & Sexual Offender Record Information](#). ***Please note: you are required to complete the following step in order for us to be able to process your background check.***

4. You must have the following form notarized and returned to your identified Program Administrator for background check processing:

Please click the following link for the [CORI Acknowledgment Form](#).

If you are unable to obtain access to a notary, the Program Administrator or a member of the Human Resources team at 129 Lake Street will witness your signature and process the form.

It will take approximately 45 to 60 minutes to complete the online video training and CORI/SORI background check forms. Should you experience technical difficulties with the links provided above, please contact a Human Resources representative at 617-552-3331 for guidance. The above links/forms are also available at the Boston College Employment office at 129 Lake Street, Room 110. Please feel free to call us should you have any questions or concerns.

Thank you again for your commitment to the protection of minors on the BC campus.

Policy Compliance Checklist

- Personal Information Disclosure Form
- Virtus Online Video Training
- CORI/SORI Background Check Forms
- CORI Acknowledgment Form