

STEPS TO SCHEDULE THE FINGERPRINT APPOINTMENT

- 1- Enter the following url: <http://uenroll.identogo.com>
- 2- First screen: Enter your service code to get started.
Service code 2F1J3G-Employees 2F1J3Y-Volunteers
- 3- Second screen: Click first option-Schedule or manage an appointment.
- 4- Enter your information as prompted.
- 5- Enter your parish MET code.
- 6- **Corpus Christi church MET095**
- 7- Next, Citizenship information requested. Country of birth and race.
- 8- Indicate maiden name or other alias (known) names you may have used.
- 9- Mailing address, phone and contact information.
- 10- List of documents accepted at the fingerprint site, are indicated.
- 11- Documentation you will be presenting at the fingerprint site.
- 12- Confirmation page of what you have chosen to bring, has to match your name.
- 13- Choose the location for your fingerprint scan.
- 14- Type city and state. It seems that EDISON is the only location available in Middlesex.
- 15- Even if the Edison location shows 0 appointments. Click it and it will open with dates and times.
- 16- Choose your date and time of your fingerprint scan.
- 17- Next, Service Summary Page will indicate your name, code, date, place and time of appointment.
- 18- Payment will be made directly at the site. Retain receipt for presentation to the parish and refund.
- 19- You will receive confirmation with the service details. At your preferred means of contact.

Virtusonline.org

- Register - create user name and password
- View list of sessions-under the diocese of Metuchen
- Sessions- in person or through Zoom
- Schedule to attend the session convenient to you
- After attending the session, a certificate of completion will be received by e-mail.
- Provide copies of the certificate to the parish office.
- Every other month or two Virtus will e-mail to you additional training modules(short lessons).
- Open, login, read and answer the questions. You will notice that upon completion the information will be added to your record.