

BACKGROUND CHECK INSTRUCTIONS



SPIRITUS is a ministry of Mount Tabor Center (MTC).
MTC processes all background checks through
the system used by the Green Bay Diocese.

1. Visit www.gbdioc.org
2. Roll over "Protecting Our Children"
3. Click "Background Checks"
4. Click "eAppsDB"
5. Select "First Time User"
6. Select Agency "Menasha: Mt Tabor Retreat Center -
EMPLOYEES ONLY"
7. Enter Access Code "gbdioc04"
8. Select Type of Application "Employee"
9. Finish filling out information
10. Let Sarah know you've completed this task