

DIRECTIONS FOR ACCESSING VIRTUS BULLETINS ONLINE

Go to www.virtus.org

→ **Log in to your VIRTUS account.** (You will need your *User ID* & *Password* to log in; check your email from helpdesk@virtus.org for that info – or call me)

→ **Click on the **Training** tab.**

(Scroll down about 3 inches and look on the left side of the screen.)

→ **Click on **Training Compliance**.**

→ **Click on the words: [Training Report](#).**

(Scroll down a little, and...)

→ **Click on the words: “[click here for details](#)”**

...All of your training bulletins will come up in a list.

→ **Click on the titles that indicate **Not Read**.**

After reading the bulletin, answer the question at the bottom.

→ Do **NOT** use your computer’s “**BACK**” button – this will “**un-do**” what you just did.

To access the next bulletin, you’ll have to again “Click” on the **Training tab, then **Training Compliance**, then [Training Report](#), etc., etc....**

(You do not have to answer “feedback” questions, unless you want to)

*If you have any problems accessing your Bulletins (i.e., you do not know your *User ID* and/or *Password*), please let me know, and I will provide them to you. I’m always happy to help.*

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DIRECTIONS TO ACCESS and COMPLETE the VIRTUS RE-CERTIFICATION MODULE (“First Year”)

Log in to your account as usual.

Click on your “**Training**” tab.

Click on “**Online Training Modules**” (on the left side of your computer screen)

Choose the module entitled: **Virtus® Protecting God’s Children® Re-certification Training for Adults**

This will take you to the *Re-Certification* module. It will take about 10-15 minutes to complete.

DIRECTIONS TO ACCESS and COMPLETE the VIRTUS RE-CERTIFICATION **2nd EDITION** MODULE:

Log in to your account – as usual.

Click on your “**Training**” tab.

Click on “**Online Training Modules**” – on the left side of your screen.

Choose the one entitled: **Virtus® Protecting God’s Children® Re-certification **2ND Edition/2nd Year** Training for Adults**

This will take you to where you need to be to complete the *2nd Edition/2nd Year* module. The module will take about 10 minutes to complete.