

## First Time Virtus User Instructions



— Diocese of —  
*Lafayette*



### ***“A Safe Environment for the Protection of Children and Young People”***

As part of the ongoing mission of the safety of our children here in the Diocese of Lafayette, the following information is provided to demonstrate how to access the online recertification training—Protecting God’s Children Online Awareness Training. Only those individuals who have completed INITIAL training are eligible for this recertification.

Important Reminder: Please review the Diocesan Code of Professional Conduct and Reporting Procedures. These documents are located under the “My Diocese” tab.

Steps to access the Protecting God’s Children Online Awareness Training:

1. Go to [www.virtus.org](http://www.virtus.org).
2. Click on the “Registration” link highlighted in yellow.
3. Select “Begin the registration process.”
4. Select your organization from the dropdown list – Lafayette, LA (diocese).
5. Create a username and password (using your email address as your username may assure no duplication).
6. Please provide the required contact information.
7. Select your organization from the dropdown list – parish/school location. (Please indicate all that apply.)
8. Select your primary role within the diocese. Please note, if you are a paid teacher, please select Educator.
9. Go to VIRTUS Online, and enter your username and password.
10. Once logged in, you will click on the green circle or the words, Protecting Gods Children to begin your online training.

Thank you for registering to take the VIRTUS Protecting God’s Children Online Awareness Training. This recertification module will take approximately one hour. If you have to close your session before you’ve finished, the session will resume where you left off when you log back into the site.

When you are logged into Virtus, you have the ability to change your account information by clicking on “Update My Account”.

For further assistance, please go to [www.virtus.org](http://www.virtus.org) and click on “Help”, then click on “VIRTUS Online Help Desk” to send a message to Virtus, or you can call 888-847-8870. You can also contact the Safe Environment Coordinator at your local church parish or school.



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As part of the ongoing mission of the safety of our children here in the Diocese of Lafayette, the following information is provided to demonstrate how to access the online recertification training – Protecting God’s Children Online Awareness Training.

**SECOND TIME ONLINE USERS ONLY:** Only those individuals who have completed initial training and have completed a Virtus online recertification are eligible for this second online recertification.




Important Reminder: Please review the Diocesan Code of Professional Conduct and Reporting Procedures. These documents are located under the “My Diocese” tab.

Steps to access the Protecting God’s Children Online Awareness Training:

1. Go to [www.virtus.org](http://www.virtus.org).
2. Enter the User ID and password you used for last year’s online certification and click “Login”.
3. Virtus will then prompt you to a screen that shows “Online Training Courses” and the option to choose “Protecting God’s Children Online Awareness Session.” This will take you to the online training session. Please allow 45 minutes to an hour to complete.

### Online Training Courses

 **Protecting God's Children® Online Awareness Session**  
Assigned: 03/14/2012  
Due: 04/01/2012

-  Past due
-  Due date approaching
-  Assigned

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