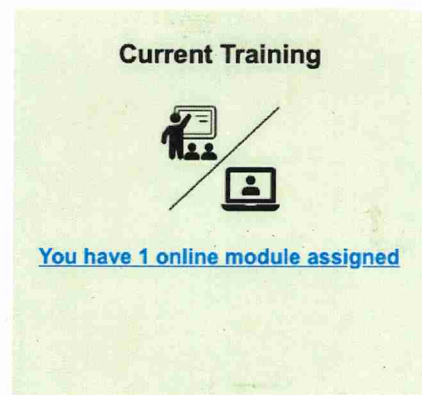


VIRTUS RECERTIFICATION SECOND+ TIME USERS

These instructions are only for those individuals who have completed an in person initial training and/or have completed a Virtus online recertification within the last five (5) years.

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

1. Go to www.virtusonline.org
2. Enter the User ID and password you used for your initial registration or your last online recertification and click “Login”. Go to the “Home” tab.
3. Virtus will then prompt you to a screen that shows “Current Training” and then click on the prompt for your current year online training. Do the current year online training. Please allow 45 minutes to complete. Do not try to fast forward the videos. The lesson will stop and may not let you finish. Whenever you are finished, logout at the top right-hand corner. See below.



When you are logged into Virtus, you can update your account information by clicking the “Toolbox” tab and then selecting “Update My Account”. This includes your address, email address, phone numbers, etc. Please make sure that “Our Lady of Fatima School” is selected under “+Role and Location”.

If you have forgotten your password, you can request login help to reset it. If you have forgotten your User ID, please email me, Joan Fawcett, at jfawcett@olf.org, so that I can help you retrieve your User ID and give you the ability to reset your password.