

To: All Parents and Volunteers

Safe Environment CONTINUING EDUCATION RECERTIFICATION

(Only persons who have already participated in an on-site Initial Training session may take this on-line training)

The following are the steps to access the *Protecting God's Children Online Awareness Training*:

The website is www.virtus.org

Click on "Registration" link highlighted in yellow.

Select "Begin the registration process."

Select your organization from the dropdown list – Lafayette, LA (diocese) [For Mt. Carmel to receive your information, please make sure to select the school].

Create a username and password (using your email address as your username may assure no duplication).

Please provide the required contact information.

Select your organization from the dropdown list – parish/school location. (Please indicate all that apply).

Select your primary role within the diocese.

Go to VIRTUS Online, and enter your username and password.

Once logged in, you will click on the green circle to begin your online training.

This recertification module will take approximately one hour. If you have to close your session before you've finished, the session will start where you left off when you log back in to the site.

When you are logged in the system, you have the ability to change your account information by clicking on "Update My Account" and the ability to view the contact information for the diocese by clicking on "Contact My Coordinator."

Please follow all the steps and save and log off if you do not finish with it.....