

## Virtus Instructions for Current Users

The Archdiocese of New Orleans has implemented the VIRTUS® Programs as its new Safe Environment training platform. In summary, the Protecting God's Children® Program will be the official training for employees and volunteers.

**All staff and volunteers must log-in to the Virtus system to verify your information is correct.**

If you do not remember your log-in information, please DO NOT create another account. If you are having issues accessing your account after following the directions below, please contact me via email.

- To access your VIRTUS account, please go to <https://www.virtus.org> and log in as an existing user. Most username formats are as follows:

**FirstnameLastname-nola** Example: JohnDoe-nola

\*\*\*Please refer to the screenshot for assistance.\*\*\*

- Click on the link 'I need login help.' The system will send you an email to reset your password. This email is sent to the email address that was on file in your profile. If you did not keep your information up to date on your profile, the reset password instructions may be sent to an email address you no longer use. If you do not receive the email, please contact me via email.
- After you have access to your account, please check ALL the information and make any necessary changes, especially to your email address. It is strongly advised that you **DO NOT** use your work email address. If you were to leave your current place of employment, your email address is usually deactivated and the Virtus system will not be able to reach you. Please use a personal email address that you check on a regular basis.
- You **MUST** read and acknowledge all the Required Documents every year during the month of August.
  - Each document must be acknowledged individually. (refer to the box titled Required Documents; see the screenshot).
  - When you have completed this section, the box titled Required Documents will turn green. (see the screenshot)
- When it is time for you to complete a training document, to obtain recertification training, or conduct a background check, you will receive automatic email notifications from the VIRTUS website to access your account. The system will refer all users to the background check portal, as necessary.
- Check to make sure that you have completed your training. See the screenshot below.

Please read these instructions carefully and completely. If after doing so you need assistance, please contact me, Amy Le Blanc, via email at [aleblanc@rummelraiders.com](mailto:aleblanc@rummelraiders.com).

Thank you for the time and assistance you give to our students and school.

# Log-in Screen shot

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Home About Us Services / Programs Resources Reporting Child Abuse Contact Information Help / FAQs

### LOGIN FOR EXISTING ACCOUNTS

User ID:   
Password:   
[Need login information?](#)

[I NEED LOGIN HELP](#)

[FIRST-TIME REGISTRANT](#)

[ESPAÑOL: ACCESO O INSCRIPCIÓN](#)

[STOPit! Partnership](#)



### PASSWORD RESET

If you have forgotten your password, but know the username or email address associated with this account, please enter it below.

Username or email address

### USERNAME RECOVERY

If you have forgotten the username and email address associated with your account, please complete the form below to attempt to retrieve your username.

First name   
Last name   
City   
Zip code

What is Your Opinion?  
Have you ever wished you will become a Saint?

- Always.
- Sometimes I already feel like a Saint for everything I deal with!
- Never.
- I've never really thought about it.

After logging in, you will see this screen – acknowledge ALL the documents

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Home

Home

Message Center

Current Training



You have no modules assigned

Training History



You have attended 1 session  
You have completed 1 module

Required Documents



[Missing Abuse Policy](#)  
[Missing Principles of Ethics](#)  
[Missing Technology Policy](#)  
[Missing Screening Policy](#)



After successfully acknowledging all the documents, you will see this screen


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# VIRTUS<sup>®</sup>Online

Home Educators Administration


Home  
Message Center

**Current Training**




You have no modules assigned

**Training History**



You have attended 1 session  
You have not completed any modules

**Required Documents**



Your documents are current

Check you training for completion – if it is complete, you will see the box below.


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# VIRTUS<sup>®</sup>Online

Home Educators Administration


Home  
Message Center

**Current Training**




You have no modules assigned

**Training History**




You have attended 1 session  
You have not completed any modules

**Required Documents**




Your documents are current

**Contacts**



Your primary contact  
[Click here for contacts](#)


**My Info**



Your primary location  
Archbishop Rummel High School (Metairie)

Your primary role  
Employee

**Reporting Abuse**



[Click here for reporting options](#)


If it has not been completed, you will see a “module” assigned to you in the box titled Current Training. You should be able to click on the red link, which will take you directly to the training. DO NOT click on “register for Training.” The training consists of multiple-choice question followed by a short video. It is a series of 13 questions and videos. The entire process takes 60-90 minutes. If you attempt to fast forward through the videos, it will start you over at the beginning.

Home

Home

Message Center


**Current Training**



You have 1 online module assigned

[Register for training](#)


**Training History**



You have attended 1 session

You have not completed any modules

**Required Documents**



Your documents are current

If your background check has expired, you should have received an email from [systems@virtus.org](mailto:systems@virtus.org). Again, this email would have been sent to the email address that is in your online account. The email will instruct you to login. The screen below is what you will see as soon as you login. Please click the box (it will direct you to another website for the processing of the background check - <https://fastraxselect.com/>). You will enter all the requested information. The background results can take up to 3 days to process.

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**VIRTUS<sup>®</sup>Online**

Home Educators Administration

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Update My A

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**You must complete a background check**

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com<sup>®</sup> to do all our background checks.

If you entered your full, legal name and are ready to continue, click the button below

By clicking this button, you will be directed to their secure website called Fastrax™.