

## 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.

Some of you may have received an email over the summer break with the following instructions. If you have already completed the WHOLE procedure described below, then you do not have to repeat it. For all others, please continue reading and completing what is necessary.

**All staff and volunteers must log-in to the new system to verify your information is correct and to review and acknowledge the updated policies for the protection of children, youth, and vulnerable adults.**

- All information and training dates for current users who had a profile in prior software were imported into the new program. 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.\*\*\*

- When you first login, you may have to change your password. 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 will be deactivated and the Virtus system will not be able to reach you. Please use a personal email address that you use on a regular basis.
- You **MUST** read and acknowledge all the Required Documents.
  - 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 via email at [pbustillo@rummelraiders.com](mailto:pbustillo@rummelraiders.com).

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

# Log-in Screen shot

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

# VIRTUS<sup>®</sup>Online




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

### LOGIN FOR EXISTING ACCOUNTS

User ID:

Password:

[Need login information?](#)



### 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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# VIRTUS<sup>®</sup>Online

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



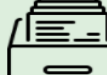
You have no modules assigned

### Training History



You have attended 1 session  
You have not completed any modules


### Required Documents



Your documents are current


**Check your training for completion** — if it is complete, you will see the box below. 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 link that will take you directly to the training. The training is a video and a couple of questions at the end that you must answer. The whole process takes approximately 45 minutes.

**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](#)