

5 year Renewal Process (For User)

1. Once the 5 year Renewal for VIRTUS/PGC is assigned you will receive an email like this one:

*** This is an automated email message. Please do not reply. ***

Your Name:

Your VIRTUS Online administrator, Virginia Trujillo, has assigned you online training.

Please visit virtus.org and login to access this training.

Training Courses Assigned:

Protecting God's Children - Five Year Renewal Online

Your user id is: ?

If you do not remember your password, click the "FORGOT PASSWORD" link at <http://virtus.org>

Once you have logged in, click on TRAINING on the menu bar across the top of the page. If the assigned course(s) listed above are not displayed click on the ONLINE TRAINING link to the left.

If you have any questions, please contact your system administrator.

Your system administrator is:

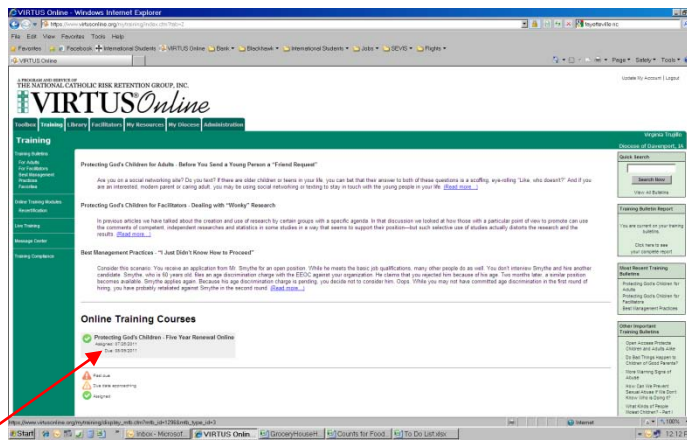
Virginia Trujillo

trujillo@davenportdiocese.org

563-888-4230

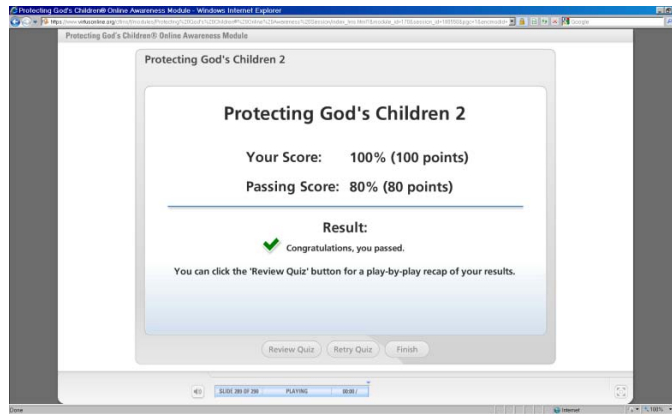
2. What does the person do after they get the email? Or if they just log into their account

- They log onto their account in VIRTUS
- Go to their "training" tab if it don't go there automatically
- They will see this screen:

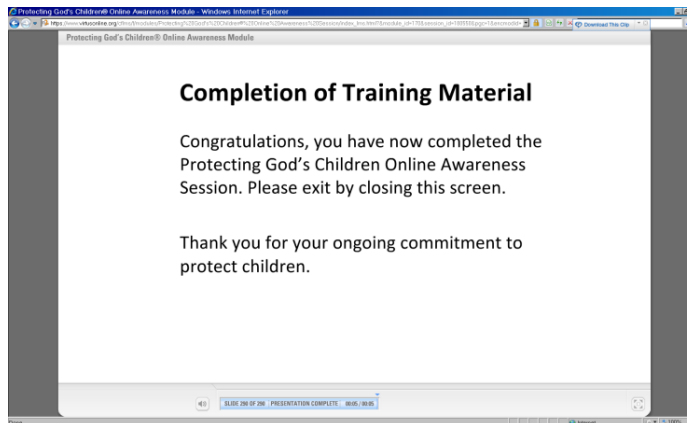


- You need to click on the "**Protecting God's Children 5 year Renewal**" title next to the green circle with the white check mark or the orange triangle and it will start the training process.
- The video will open in a pop-up window if your computer allows pop-ups, if not you need to temporarily allow pop-ups in order to complete the training.
- When you click on the link if it gives you an error "could not create pop-up window. Ensure your security settings allow pop-ups from this site" click OK
- You will usually see a yellow bar that says "pop-up blocked. To see this pop-up or additional options click here" if you right click here, choose "temporarily allow pop-ups".
- Then go back and click on this link it will start your training session which is about 1 hour and ½ long (depending on your internet connection).
- You will have to answer 10 at the end of the session
- You will get a Congratulations screen

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- Click finish and give the program time to update about a **minute** (if you do not let it do this updating it will not give you credit for the session and you will have to start over!)
- You will see a Completion of Training Material Screen and then click “x” to close



- If they go back into their account right away and choose “Training Compliance” in the green left side they can then click on “training report” in the white area and their 5 yr renewal training will show up under “online training modules” and they will see the title “Protecting God’s Children-Five Year Renewal Online” and under the completed column by the date they will see and icon of a certificate. If they click on there they will be able to provide you with a copy of their certificate.

