

Virtus Online Training

Finding Virtus

- To locate Virtus for the first time you can find it at the Archdiocese of Santa Fe's homepage.
 - You will scroll down the page
 - It will be on the left side of the screen
 - Click the Virtus Link for English
 - Click the Virtus Spanish Link for Spanish
 - This is still in development and will be available soon.
- You can also start by going to www.virtus.org and selecting the link on the top left side of the page titled "First-Time Registrant"

Virtus

- Once you open a link to Virtus it will ask you to create a username and password.
- You will also have to select and answer a security question of your choice.
- You will then be asked to locate your parish
 - Each Parish under the Archdiocese of Santa Fe is listed in Alphabetical order.
 - If there are multiple parish's of the same name their city will follow their name.
 - i.e. Our Lady of Guadalupe Peralta
- You will receive an email from people fax that must be answered in 3 days to successfully complete the training.

Training - Protecting God's Children Awareness Session

- Once you have signed into Virtus you will be taken to your Virtus page which is where you can locate the link to start your training.
- There are 13 Lessons in the Protecting God's Children Awareness Session.
 - These consist of 13 Multiple choice questions and videos.
 - You first answer a question then watch a video on the topic of the question.
 - Each Video lasts anywhere from 4 to 10 minutes in length depending on the topic.
 - You will then be brought back to the question and your original answer will be highlighted.
 - At this point you would need to select the correct answer or hit continue if your first answer was correct.
- In total the Training should take about 60 - 75 minutes to complete.

Multiple Sessions

- If you do not complete the training in one sitting, you will be able to finish it later by logging in using your Username and password you created before.
- To do this you must log into the Virtus site by going into www.virtus.org
- You will see a login section on the top left side of the screen immediately once it loads.

Finishing and Printing your Certificate

- Once complete you will be taken to a page prompting you to close the page or print your Certificate of completion.
 - Do not select close the page before you print your certificate!
- To print your certificate you will need an current version of adobe reader downloaded to your computer.
 - If you do not have a current version of adobe on your computer a link is provided to download a free version.
 - I suggest printing 2 copies: 1 for your parish & 1 for your personal file.
 - Not saying it will get lost but things happen.
- Once the Certificate has been printed you may now close the page and your training will be complete.