

How to Complete Vulnerable Adult Video Instructions

Thank you for agreeing to work with children and/or vulnerable adults in our diocese. In our diocese we require all those working with children and vulnerable adults that have unsupervised contact with children to complete our *Protecting God's Children* program and clear a background check. The *Protecting God's Children* training program is assigned through VIRTUS which is an online training program. The background check is processed through a secure website called ESR.

At each parish/school we have a Safe Environment Local Designee and they are authorized to view your account in VIRTUS. This is to ensure you stay in compliance with diocesan policy. Each school/parish can require additional training if they so choose. Please contact the SE Local Designee prior to registering with VIRTUS.

The video and background check website is compatible with most browsers with the exception of Internet Explorer. You should have the newest version installed on your computer. Currently, iPad and iPhone are **NOT** compatible. **DO NOT USE BROWSER BACK BUTTON**, it will assign multiple videos and or not allow you access to your account.

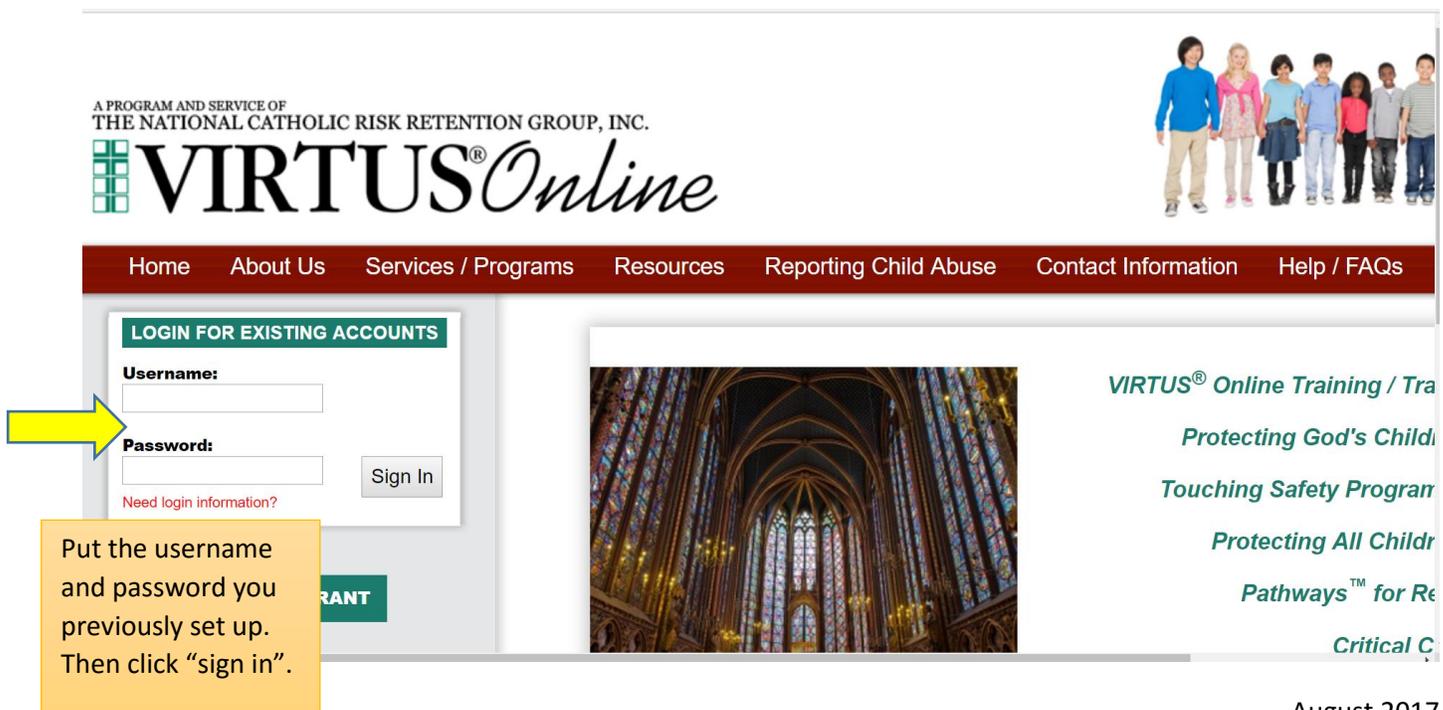
Please follow the instructions and print screens below to help you complete annual renewal "Keeping the Promise Alive 3.0".

If you come from another diocese that uses VIRTUS we can try to transfer your Protecting God's Children training from your previous diocese to our diocese, you are still REQUIRED to process a new background check and agree to our policies. Upon review of your account we will decide what additional training needs to be completed to meet our diocesan requirements. Please contact your local designee with questions.

Please allow enough time with no interruptions in order to complete this successfully - approximately 30 minutes for the video. The time for processing also depends on your internet connection.

Let's get started!

Go to www.virtus.org



The screenshot shows the VIRTUS Online website interface. At the top right is a photo of a diverse group of children. Below it is the header: "A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC." followed by the "VIRTUS Online" logo. A dark red navigation bar contains the following links: Home, About Us, Services / Programs, Resources, Reporting Child Abuse, Contact Information, and Help / FAQs. The main content area features a "LOGIN FOR EXISTING ACCOUNTS" form with fields for "Username:" and "Password:", a "Sign In" button, and a link for "Need login information?". A yellow arrow points to the Username field. To the right of the login form is a large image of a cathedral interior with stained glass windows. Further right, there is a list of training programs: "VIRTUS® Online Training / Tra...", "Protecting God's Child...", "Touching Safety Program", "Protecting All Childr...", "Pathways™ for Re...", and "Critical C...".

Put the username and password you previously set up. Then click "sign in".

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Click on the "training" tab to access the video that is required.

Click on the "Vulnerable Adults Training Module" Approx. 45 mins.

If you come back to do the video and notice a Past Due or Due Date Approaching symbol you can still access the videos, we do not have to reset anything it is just letting you know the status.

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Click here to start the required training.

Process of screens:

- Question
- You answer the question
- Thank you screen
- Videos almost every lesson but not always
- It will give you a chance to change your answer or keep it
- It show you a pop up box that tells you if you are correct or not
- You want the Correct screen to appear
- After it appears you will continue to the next lesson

You will do this 5 times.

If you see this screen you have complete the video training correctly.

Thank you for completing this training module.

Don't forget to check www.virtus.org regularly for more information.

[CLICK HERE TO PRINT A CERTIFICATE OF COMPLETION](#)

[CLICK HERE TO CLOSE THIS WINDOW](#)

This is the screen you will see once you complete all the lessons. You can print your certificate if you choose. If you choose not to, click on "Click Here to Close this Window"

All our local parish/school designees have access to VIRTUS so they can see that you have completed the training.