

## VIRTUS RETRAINING INSTRUCTIONS

30 days before your retraining is due, Virtus will have sent you an email with retraining instructions for your recertification course. Please follow the prompts to retrain. There is no need to register or create a new account.

**If you did not receive, or do not have the email**, it may be in your spam, but here is the easy way to access your retraining:

- Log in to your Virtus account as an existing user [www.virtusonline.org](http://www.virtusonline.org)
  - Forgotten your login or password? CLICK THE NEED LOGIN HELP BUTTON BELOW THE EXISITING USER SIGN IN AND FOLLOW THE PROMPTS.
- Once you are logged in, IF THE COURSE IS NOT LISTED ON YOUR HOME PAGE, go to your training tab and check to see if you have been assigned training.

### **KEEPING THE PROMISE ALIVE 3.0**