

How to Complete Online Re-Certification Training

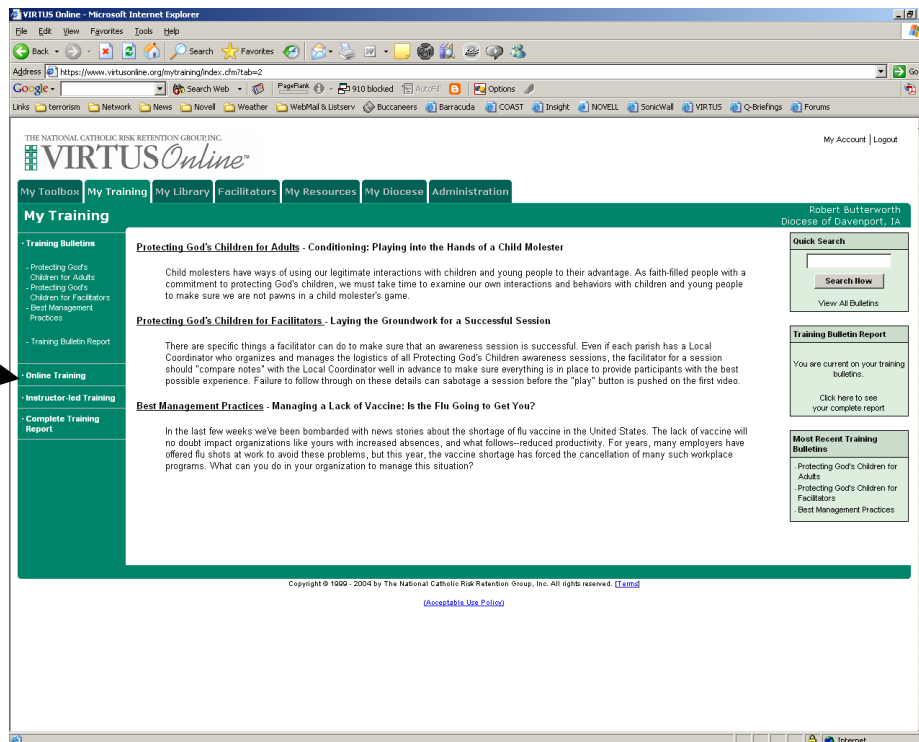
Go to <http://www.virtusonline.org> and log on with your userid and password.

Click on the “My Training” tab at the top of the page.



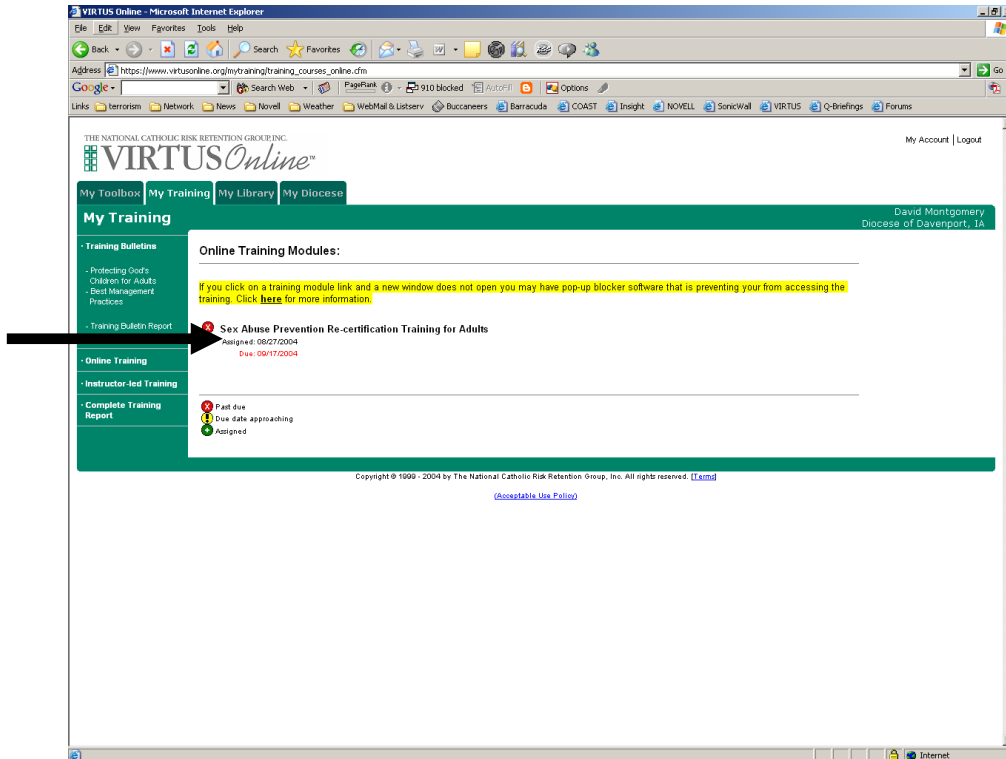
The screenshot shows the VIRTUS Online website interface. At the top, the navigation menu includes "My Training", "My Library", "Facilitators", "My Resources", "My Diocese", and "Administration". The "My Training" tab is highlighted. Below the navigation is a "My Toolbox" sidebar with various links. The main content area features an article titled "The Child Abuse Interview Process" with a sub-header "What is Done, and What Should I Do? (Part 3)". The article text discusses interview techniques for child abuse cases. To the right of the article is a poll titled "What is your opinion?" with three radio button options. Below the poll is another section titled "What would you do?" with a text box and a "Submit Vote!" button. The browser's address bar shows the URL "https://www.virtusonline.org/index.cfm".

On the *My Training* screen click the “Online Training” link.

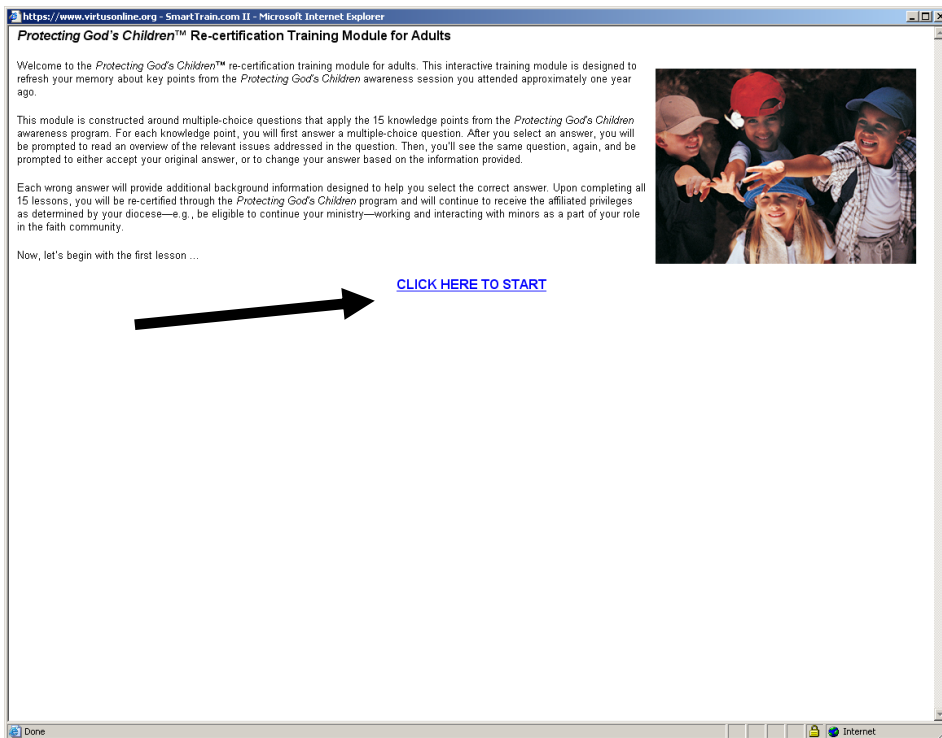


The screenshot shows the VIRTUS Online website interface with the "My Training" tab selected. The main content area displays a list of training bulletins, including "Protecting God's Children for Adults - Conditioning: Playing into the Hands of a Child Molester", "Protecting God's Children for Facilitators - Laying the Groundwork for a Successful Session", and "Best Management Practices - Managing a Lack of Vaccine: Is the Flu Going to Get You?". The sidebar on the left has "Online Training" highlighted. To the right of the main content is a search box and a "Training Bulletin Report" section. The browser's address bar shows the URL "https://www.virtusonline.org/mytraining/index.cfm?tab=2".

On the “*Online Training*” screen click on the “*Sex Abuse Re-certification Training for Adults*” link, to get to the training.



A training module popup window will appear. Click on the “*Click Here to Start*” link to begin your re-certification training.



Follow the prompts to answer the questions and you will complete your re-certification training. Please allow 30-45 minutes to complete the training.