



Our Catholic faith is one based on service to others. It is also important to keep in mind that volunteering is a privilege, not a right, and it comes with responsibilities, especially when serving children and/or vulnerable adults. First and foremost being: successfully passing a background check every five years and maintaining an active and up to date Virtus account. You may see your status by logging into your Virtus account to access your Training Report.

Virtus Training Reports

For volunteers who have Virtus accounts but need to show verification their account is up to date, they can print out their Training Report. The following are instructions.

- Log into your Virtus account at www.virtus.org by entering your user id and password.
- Click on the green Training tab at the top of the page.
- Click on Training Compliance in the green column to the left.
- Click on Training Report.
- Then click on the printer icon found in the upper right- hand side of the page where you see your name and Archdiocese of Miami, FL.

This page is dated and indicates both live training record and the number of featured, read and missed bulletins.

How to access the past due monthly bulletins.

To access your training, go to our website: <http://www.virtusonline.org/virtus>

At the VIRTUS Home Page, enter your User ID & Password -- then, click **Login**

To be certain you are accessing the correct training-bulletins once you login, follow these steps...

Step 1: Click on **TRAINING** tab

Step 2: Click on **Training Compliance** (found within the wide green margin on the left-hand side of the screen)

Step 3: Click on **Training Report**

Under **TRAINING BULLETINS** section, click on the phrase ([click here for details](#)). This opens your **Training Bulletin Report** to show the bulletins you have completed and the bulletins that remain to be completed (denoted by the words.... **Not Read**).

Click on the title of the bulletin you wish to read. Read the article and the question that follows... then review the available answers. To answer the question, click within the circle of the answer you believe to be correct -- then click the box **Submit My Answer**. Once the correct answer is verified, the system will record completion of the bulletin. To complete additional bulletins, return to **Step 2** and repeat the process. (Remember: once you receive the "Congratulations" message – do **not** back-up to the previous screen, as that can **undo** the bulletin just completed.)

Before leaving the VIRTUS website, **always** remember to click the word **Logout** located in the upper right-hand corner of your VIRTUS account screen. This will ensure your connection is properly closed. Then, you may proceed to another website or click on the "X" to close the browser-screen.

If you require further assistance with **VIRTUS Online**, please don't hesitate to contact us via email -- or through our toll-free number (1-888-847-8870).