

Instructions for VIRTUS Child Safety reporting.

ONLY DESIGNATED DIOCESAN/PARISH APPROVED PERSON MAY ENTER THIS INFORMATION

To obtain access to enter information please contact Carmae Fawaz, Diocesan Director of Human Resources or Jenny Stark, HR Administrative Assistant at 406-442-5820.

Turn on your computer.

Go to your internet provider.

Go to: www.virtus.org

Enter user ID and Password

Click on login

Click Educators tab on the top of page.

Click record training on left of page

Click add a new training record

Record Children's Program

Program name: Touching Safety

-leave as default

Where the training occurred:

-choose your parish from the drop down list

When the training was conducted:

-fill in your dates

Who conducted the training:

-fill in your trainer's name

Age/grade of children:

-choose age/grade you are reporting at this time from the drop down list.

Lesson number:

-Fall 2008 should have been #5

-Spring 2009 should have been #6

Number of children trained:

-fill in your number

Number of children opted out:

-fill in your number

Number of children absent:

-fill in your number

Comments:

-fill in if you have any comments

Click-record training

You will then have to repeat these steps for each Age/grade of children section in the drop down list.