

**Instructions for managing VIRTUS users that do not have Internet Access
(Users who are required to do continued training, but with “printed materials”)**

This document contains instructions for both VIRTUS Coordinators and Local VIRTUS Coordinators on how to best facilitate the continuing education aspect of the VIRTUS program for those people who cannot obtain access to the Internet but are required by their organization to continue training. It should be noted that this is a very manual process. Obviously the easiest and most efficient way to implement continued training within your organization is to encourage as many people as possible to utilize Internet access. Use of shared computers and community Internet access points such as schools, libraries and universities is highly encouraged. A user simply needs to log on to VIRTUS Online as little as once per month in order to stay current with their bulletins.

Once you have designated all users that will need continued printed training, you should proceed with the following instructions. Please note -- If you are a Local Virtus Coordinator, you can follow the same instructions. Your user list will be filtered to only show users from your local institution(s).

Diocesan Coordinators: You will need to classify these users appropriately within their user account in order for them to show up in a report. This can be done at any time, but should be done primarily at time of account approval. You are the only one who has access to change this.

Step 1 – Run a report consisting of user accounts that need printed materials and their training schedules. This will provide you with a “master list” of users that need printed materials. You will also be able to see how many bulletins they have missed since their account was approved. You will need to rerun this report as new users are added to the system.

- Click the Administration Tab.
- Click Training Reports.
- Click on Training Bulletin Reports.
- In the “Select Users” step, click the button next to “Training Status.”
- In the drop-down menu to the right, choose “Required to complete training using printed materials.”
- Click Continue.
- Choose any fields that may be of benefit to you. i.e. fax number, mailing address, site, etc.
- Click Generate Report. You may also choose the options “Printer Friendly” or “Export to Excel.”

Additionally, you may click on each user’s name within the report to view the schedule of missed bulletins.

Step 2 – Print Bulletin(s) and distribute. Print bulletins and distribute copies to each user. You will also want to distribute an acknowledgement form to each user.

- Click the My Training Tab.
- Click the “Protecting God’s Children for Adults” Bulletin.
- Click the Print icon in the upper right-hand corner of the bulletin.
- Print the screen from your browser.
- Click your browser’s “Back” button.

At this point, you may navigate to other bulletins that have been missed by individual users:

- Click Training Bulletin Report
- Press the “Click for details” link next to the Protecting God’s Children for Adults title.

This method is most effective when you print the bulletins before you (as Coordinator) answer the questions. If you have problems printing the bulletins with the questions still in place, please contact the VIRTUS Help Desk at 888-847-8870.

Print the Acknowledgement form:

- Click the Administration Tab.
- Click Download Resources.
- Click the “Acknowledgement of Completion” Handout.
- Print multiple copies for distribution. You will attach a copy of this form to each "set" of bulletins distributed to the user.

Note: Moving forward, this will need to be done twice per month – each time a new bulletin is published. If you have “printed material” users that need previous bulletins, you will need to pull up their bulletin history and print each user’s missed bulletins using the same instructions dating back as far as necessary.

Distribution can be handled in many different ways. If you are a Diocesan coordinator and are not currently utilizing Local Virtus Coordinators, you will be responsible for the distribution throughout your Diocese. The two main distribution methods are fax or postal mail. However, if you have Local Coordinators, they can be responsible for the entire process, including printing, distributing and even documentation. Once users receive the information, they are responsible for reading the bulletin, completing the acknowledgement form and sending/faxing it back to you.

Step 3 – Document the training in the VIRTUS Online system. Do this once you have received the Acknowledgement form back from the users.

- Click the Administration Tab.
- Click Training Bulletins.
- Click “Manually Record Training Bulletins.”
- Choose the user that will receive training credit.
- Click Continue.
- Select the bulletin(s) that have been completed for the user you previously selected.
- Click “Record Training Bulletins” at the bottom of the page.
- File signed Acknowledgement forms for future reference.
- Repeat this process until all bulletins have been recorded.

Note: You may process more than one user at a time IF AND ONLY IF you are recording the exact same bulletins for the group of users. Please use this option with caution! Mistakes on this part of the system can only be changed by the VIRTUS Administration team and can be time consuming. If you would like to verify that you are doing this correctly, please contact our VIRTUS Help Desk at 888-847-8870.