

ONLINE REPORTING INSTRUCTIONS

(Empowering God's Children)

(9/1/2010 Revised 7/27/2012/ 9/2016 / R 1/2019)

**Do not send any children/youth training paperwork to Sr. Mary Elizabeth Galt, B.V.M.
All children/youth sexual-abuse prevention programs must be recorded on VIRTUS® Online.**

FOLLOW 1-2: IF YOU DO NOT HAVE AN “EDUCATORS” TAB ON YOUR VIRTUS® ONLINE ACCT.

#1

You need a VIRTUS® Online account in order to receive your “Educators” tab and record your Children and Youth Self-Protection Programs Online. If you are not on VIRTUS® Online account, please register immediately. When you have completed the registration, email Brenda at bmelendez@la-archdiocese.org and she will approve your account.

#2

Once you are on VIRTUS® Online email: **Sr. Mary Elizabeth Galt, B.V.M., at:** srmegalt@la-archdiocese.org with the following information and she will set your “Educators” tab:

- Name and Title
- Parish or School and
- Region
- Phone Number(s)

FOLLOW STEPS ONE- EIGHT: IF YOU ALREADY HAVE AN “EDUCATORS” TAB

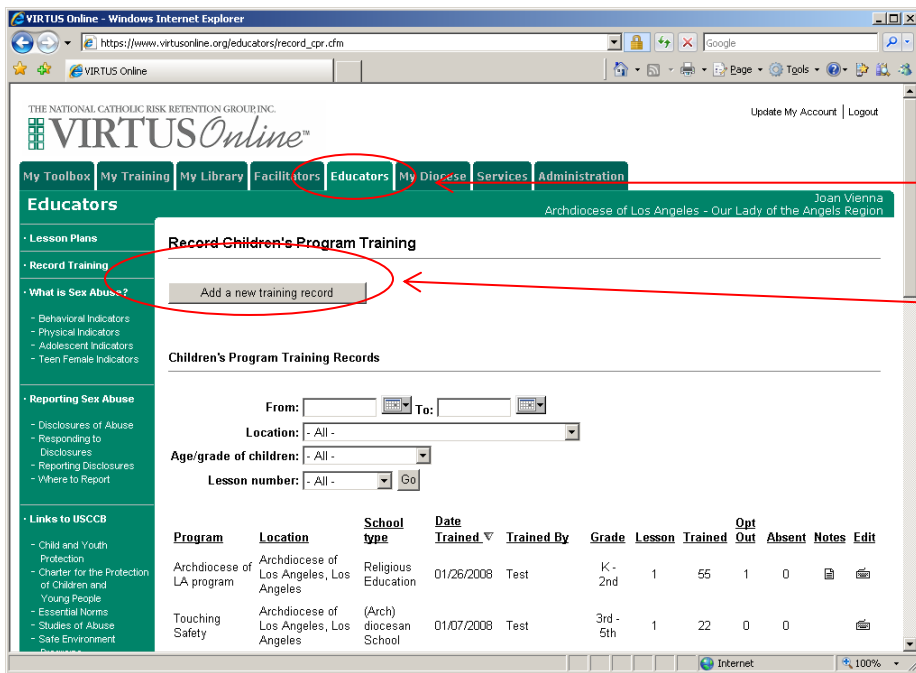
Once you have been given your “Educators” tab follow the “Eight Steps” for Reporting on VIRTUS® Online” listed below to **record the data from the children/youth sexual-abuse prevention programs that have been taught at your parish/school site on, or before March 15th and recorded by March 28th.** (Note: Only for this Fiscal Year.)



Step One:

Enter Username and Password.

Log onto your VIRTUS® Online Account.



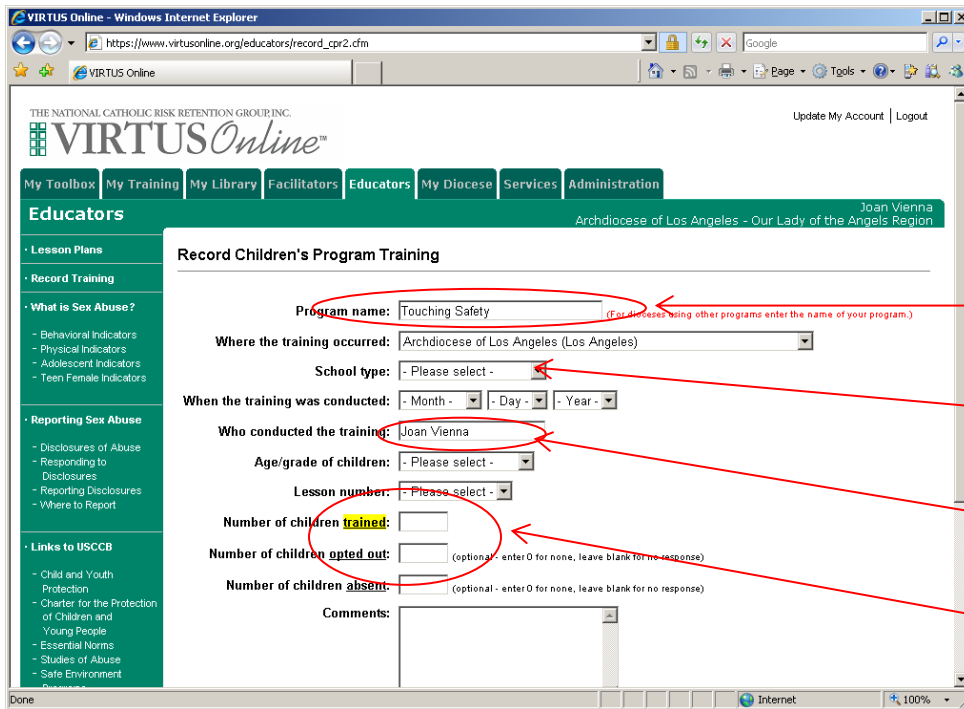
Step Two:

Click on:

“Educators” tab

Step Three:

“Add a new training record”.



Step Four:

Fill in all the information for the children and youth training. Be sure to:

Click on name of the program you are using.

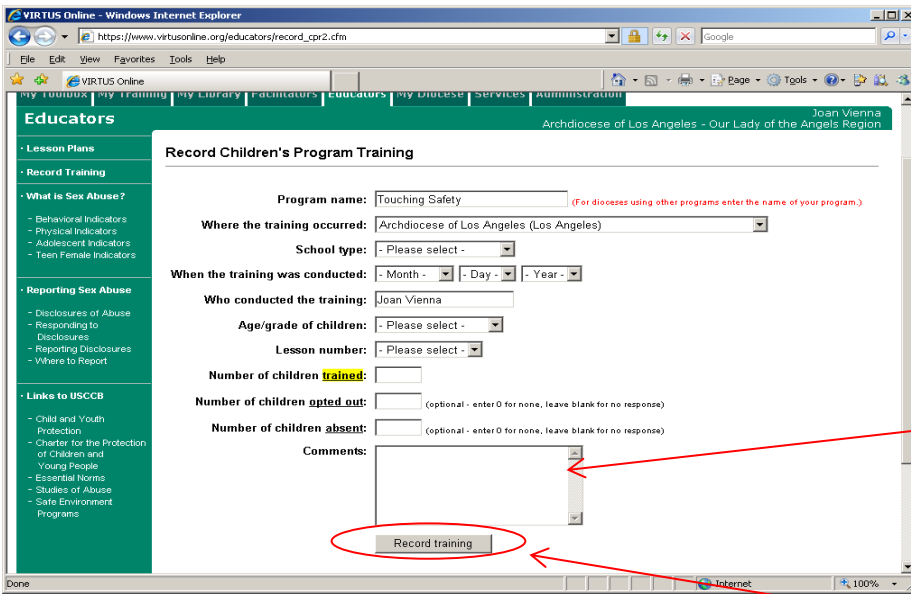
- Empowering God’s Children

Click on School type: School Religious Ed., Confirmation, etc.

Change the name in this box to the name of the person who actually conducted the training.

Only enter the children/youth training information one time, even if you taught multiple lessons.

If you enter multiple lessons, you will be counting the children more than once.

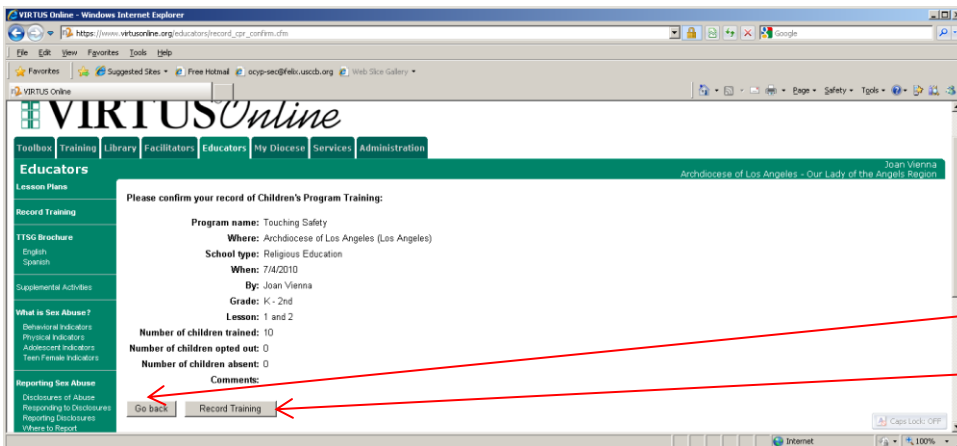


Step Five:

Enter your name as the recorder in the comment box.

Step Six:

After completing all of your site's information click on **“Record Training”** and your training will appear on the list.



Step Seven:

Check your information and then: If you need to correct something click **“Go back”** If everything is correct click **“Record Training”**

Step Eight:

To view the information, you have recorded:

Go to the first screen and click on the audit year dates you want to view. For **Audit Year 2019** click on **“From”**: 7/1/2018 – 6/30/2019 For previous **Audit Year 2018** Click on **“From”** 7/1/2017 – 6/30/2018.

Selection **“You Location”**

Click on **“Go”**

If there are any problems contact Sr. Mary Elizabeth Galt, B.V.M. at: (213) 637-7460 or smegalt@la-archdiocese.org

