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)

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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:

- 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 to 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 srmegalt@la-archdiocese.org