**Reporting on VIRTUS Online:**

         Login to your VIRTUS Account and Click the Educators tab at the top

         Click on Record Training in the left Margin

         Click Add New Training

         Select your site from Where the training occurred - Be sure to use Nativity Catholic School not the parish!

         Complete the information and hit Record Training at the bottom

         It will then ask if you are sure so you will hit Record training a second time.  You should then be able to just select your site again and hit Go and you information will appear.

         Email me when you have completed it so I can mark you off the list.