



## **VIRTUS: Protecting God's Children Frequently Asked Questions**

### ***What is VIRTUS: Protecting God's Children?***

VIRTUS: Protecting God's Children (VIRTUS) is a live, three-hour awareness session for adults which better equips adults to protect children in the world around them. VIRTUS sessions are scheduled at parishes and schools throughout the archdiocese and throughout the year.

### ***Who is required to attend a VIRTUS session?***

These individuals are required to attend a VIRTUS session:

- All Clergy (Priests & Deacons)
- All archdiocesan, parish, and school employees
- Volunteers who have regular or unsupervised contact with minors

### ***I hold a professional license, am I still required to attend a VIRTUS session?***

Yes, regardless of any licensing, training, profession, or experiences you have if you are going to volunteer with minors or be employed by the archdiocese, a parish, or a school you must attend a VIRTUS session. This **includes**, but is not limited to:

- Law Enforcement
- Nurses
- Doctors
- Counselors/Psychologists
- Teachers
- Substitute Teachers
- Administrators
- Probation Officers

### ***I have completed the Boy Scout leader safe environment training, do I need to attend VIRTUS, too?***

Yes, in order to assure a common base of understanding among all those who serve within our archdiocese, in our parishes, and in our schools you are required to attend a VIRTUS session. The Boy Scout leader training is excellent and sets a standard of expectations for Boy Scout leaders. However, it does not contain the same messages found in the VIRTUS session.

### ***I received Safe Environment training at the diocese where I used to serve. Must I attend a VIRTUS session here?***

Yes, unless the safe environment training you received was VIRTUS: Protecting God's Children, live 3-hour session.

### ***I attended VIRTUS: Protecting God's Children awareness session in another diocese; do I need to attend another session in this archdiocese?***

No, if you attended a live 3-hour session, you do not need to attend another VIRTUS session in this archdiocese. Please email [helpdesk@virtus.org](mailto:helpdesk@virtus.org) to have them transfer your account to our Archdiocese and communicate with the Safe Environment Coordinator at your parish or Catholic school.

***How do I know when and where sessions are available?***

Visit [www.virtus.org](http://www.virtus.org), click on Registration, click on View a list of sessions, you will need to select St. Paul and Minneapolis, MN (Archdiocese) to view a list of sessions.

***How do I register to attend a VIRTUS session?***

Go to [www.virtus.org](http://www.virtus.org), and ask your parish or Catholic school Safe Environment Coordinator for the VIRTUS New User Guide.

1. Click on the "Registration" link in the left-hand column.
2. Select "St. Paul and Minneapolis (Archdiocese)" from the drop-down box.
3. Create your own "User ID" and "Password".
4. Follow the screen prompts to continue the online registration.

***Can I register to attend a VIRTUS session on my smartphone?***

Yes, you can now register to attend a VIRTUS session using most smartphones including iPhones and Androids.

***How do I register if I do not have internet access?***

It is very important that you register in advance for the session you plan to attend because space may be limited and walk-ins may not be easily accommodated. If you do not have internet access, you may request that the Safe Environment Coordinator at your location create an account for you. You will still need to complete a background check, training on the Code of Conduct and Mandatory Reporting, and sign the Code of Conduct.

***How do I know that I am registered for the session I selected?***

You may go to the VIRTUS site and login with your USER ID and PASSWORD to view your registration information.

***My colleagues have received an email confirmation from VIRTUS that their registration has been accepted, but I have not received a confirmation. Why?***

Check your spam or junk mail folder. Sometimes security settings do not allow you to receive emails from [system@virtus.org](mailto:system@virtus.org). Within your email program mark [system@virtus.org](mailto:system@virtus.org) as not spam/junk. You may have typed your email address incorrectly. Log [www.virtus.org](http://www.virtus.org) click on "Update My Account" to check and correct your email address if necessary.

***How do I change the email address in my account at www.virtus.org ?***

You may update your email address (and other account information) by going to [www.virtus.org](http://www.virtus.org), logging in, and clicking on "Update My Account".

***How do I know if a session has been cancelled due to bad weather?***

If parish events or school classes are cancelled where the VIRTUS session will be taking place, the session will likely be cancelled. If you are not sure of the session's status, please call the parish or Catholic school hosting the session.

***How will my parish or school know that I have attended a VIRTUS session?***

When you register online, make sure to note any parishes and/or Catholic schools where you work or volunteer. After you attend a session, your name will appear on lists of approved VIRTUS attendees for those parishes and/or schools. Designated contact persons at parishes and schools are able to securely access these lists at [www.virtus.org](http://www.virtus.org).

***Now that I have attended a VIRTUS session, what further training is required?***

If you are a:

- Priest or Deacon in active ministry
- VIRTUS Facilitator
- Local Coordinator of the VIRTUS program

You are required to read monthly bulletins at [www.virtus.org](http://www.virtus.org). These short bulletins are followed by a one question quiz which must be completed successfully in order for the person to be noted as having completed the training bulletin.

Employees and volunteers who are not in one of the above categories are not required to complete the monthly online training bulletins, but are required to complete safe environment retraining every 3 years.

Anyone may read featured articles at [www.virtus.org](http://www.virtus.org) at any time. There is a new article there every 2 to 4 weeks. You don't even have to sign-in to read the article.

***If I am assigned the monthly online training bulletins, how do I know when the next bulletin is available for me to read?***

You should receive an email from [system@virtus.org](mailto:system@virtus.org) sent to the email address you entered when registering online.

***How do I access my monthly online training bulletins at www.virtus.org?***

Access your monthly online training bulletins by logging on to [www.virtus.org](http://www.virtus.org), then clicking on the "My Training" tab at the top of the page. Your current bulletin is at the top of this "My Training" tab page. You will also see a box on the right-hand side of the "My Training" page that says "Training Bulletin Report". This tells you how many online training bulletins you currently need to complete. If you have past bulletins to complete, click on the text "Click here to see your complete report" to see a listing of which bulletins you need to complete. You access each individual bulletin by clicking on that bulletin's title.

***Whom should I contact if I have any additional questions, comments or concerns?***

Please contact the Safe Environment Coordinator at your parish or Catholic school.