

# THE ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA



## Steps to Complete VIRTUS Renewal Online

Two weeks prior to the five-year anniversary of your live VIRTUS session an online renewal module will be assigned in your VIRTUS account.

You will receive an email regarding the renewal being assigned assuming your email is correct and the email does not go to spam. The email will come from [system@virtus.org](mailto:system@virtus.org). It is a good idea to login to your VIRTUS account prior to your renewal to make sure your email is correct and to make sure you know your username and password.

### Step 1:

- Option 1: Login to VIRTUS.org with your username and password.
- Option 2: If you have forgotten your username or password, click on “Need login information?” which is written in red below the box where you enter your password. This will take you through the process of resetting your password. After you have reset your password, then you can login with your new password.

A screenshot of the VIRTUS Online website. The browser address bar shows [virtusonline.org/virtus/index.cfm](http://virtusonline.org/virtus/index.cfm). The website header includes the VIRTUS Online logo and a navigation menu with links: Home, About Us, Services / Programs, Resources, Reporting Child Abuse, Contact Information, and Help / FAQs. The main content area is divided into several sections. On the left, there is a 'LOGIN FOR EXISTING ACCOUNTS' section with fields for 'User ID:' (containing 'jaredin') and 'Password:' (containing '\*\*\*\*\*'). Below these fields is a red link that says 'Need login information?'. To the right of the login fields is a 'Sign In' button. Below the login section are links for 'FIRST-TIME REGISTRANT' and 'ESPAÑOL: ACCESO O INSCRIPCIÓN'. Further down is a 'STOP!! Partnership' section with a photo of a group of children. On the right side of the main content area, there is a 'VIRTUS Overview' video player, a 'VIRTUS® Online Training / Tracking Platform' section with links for 'Protecting God's Children® for Adults', 'Teaching Safety - Empowering God's Children™', 'Protecting All Children™ for Adults', and 'Pathways™ for Religious Orders'. Below this is a 'Fresh Ideas for Spring' section with a video player and a 'What is Your Opinion?' poll. The poll asks 'What's your favorite season?' and has radio button options for Winter, Spring, Summer, Fall, and I don't have one. There is a 'Submit Vote!' button at the bottom of the poll. At the bottom of the page, there is a footer with the text 'VIRTUS® Excellence Builds Trust'.

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Step 2: The renewal module will appear on the first page after you login. Click “Teaching Boundaries and Safety Online Module 2.0 Technology Expansion Atlanta”

Step 3: A new window will open with a blue link “CLICK HERE TO START.” The module will begin after you click that link.

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Details about the module:

- The process:
  - The module begins with a question.
  - After you submit the answer to the question a video will begin.
  - When the video completes the same question will appear again. At that time you determine if you want to keep your answer the same as it was before the video or change your answer.
  - After you submit your answer another question will appear.
  - This process repeats throughout the module.
- The module takes about 45 minutes to complete.
  - Please do not try to fast forward through the module. This will cause the program to overload. It can only be reset through VIRTUS, which overall would take more time than going through the module at the designated speed.
- Once the module is complete, you will be able to see your completion date under the “Training” tab of VIRTUS.org.

If you have any questions or any trouble, please contact  
The Office of Child and Youth Protection

[ocyp@archatl.com](mailto:ocyp@archatl.com)

770-920-7550.