

## **INSTRUCTIONS FOR ONLINE SAFE ENVIRONMENT CONTINUING EDUCATION TRAINING**

Go to [www.virtus.org](http://www.virtus.org)

Click on "Registration" on left side to register

### **REGISTRATION:**

1. Select your organization -- "Lafayette, LA (Diocese)"
2. Create a User ID and Password
3. Provide contact information
4. Select primary location -- "Teurlings Catholic High School (Lafayette)"
5. Select other locations if needed
6. Select your roles within the diocese -- volunteer, educator, etc.
7. Go to VIRTUS Online to complete training

### **TRAINING:**

1. Log in with User ID and Password that you created in Registration
2. Click on Protecting God's Children Online Awareness Session (or required online module listed)
3. Read the Presentation (Protecting God's Children has 62 slides)
4. Take the Quiz (Protecting God's Children has 19 scenarios with 1 multiple choice question each)
5. When you are done, it will say Congratulations! You have reached the end of the Protecting God's Children Online Awareness Session module.
6. You can Log Off. Your Certificate of Completion will be automatically sent to the locations you submitted. You do not have to do anything else!!!

If you have any questions, contact Teurlings Catholic Safe Environment Coordinator, Josette Surratt at [jsurratt@tchs.net](mailto:jsurratt@tchs.net)