



# Archdiocese of Seattle Safe Environment Program

## Guide for Virtus Users – changing from pre-registered in-person class to the online initial training


This guide is intended to assist Virtus users who previously registered for an in-person initial training session and wish to change to the online initial training module.

**Step 1:** Visit [www.virtusonline.org](http://www.virtusonline.org) and login as existing user with User ID and password. If you do not know your login ID please contact your local Safe Environment coordinator. If you do not know your password, click “need login information” and you will be prompted to reset it. Once on your profile’s HOME page, click the link for the registration for upcoming session.



**Step 2:** It will show the session you are currently registered for. Click “change”.

**You indicated that you attended / will attend the following sessions:**


Protecting God's Children for Adults Date: 03/15/2023 6:00 PM Location: St. Mary Magdalen School - Everett (Everett)	 <a href="#">Change</a> <a href="#">Remove</a>	
--	--	--

**Step 3:** The next window will have an “alert” at the top of the page because it wants you to be aware that you are making a change. SCROLL DOWN on this page to find the online training options and choose one. Then click “update pre-registration”.

---

**You are pre-registered for the following training session:**

Protecting God's Children for Adults  
St. Mary Magdalen School - Everett (Everett)  
03/15/2023

 **If you need to register for a different session, choose the session from the list below:**

---

*These screen shots are from the same page – in between is the list of current in-person training sessions being offered throughout the Archdiocese.*

---

Spaces remaining: 31 of 31

---

**Protecting God's Children for Adults (Online Training)**

---


**Protecting God's Children for Adults (Online Training in Spanish)**

---

**Step 4:** IMMEDIATELY you will be taken away from the above page. Go back to you HOME page and note that in the “Current Training” box the module has been assigned. Click that link to be directed to the online module.

---

**Current Training**



[You have 1 online module assigned](#)

[Register for an upcoming session](#)


---

**Step 5:** The online module title will be displayed. Click the blue title (link) and it will take re-direct to another page that says “start video”. Once you complete the entire module, which is about 90 minutes, it will approve your profile automatically and you may print a certificate if you wish.




## Online Training Modules

---

To begin your online training, please click the title of your assigned training:

 [Protecting God's Children® Online Awareness Session 4.0\\_Seattle](#)  
Assigned: 03/09/2023  
Due: 03/23/2023

---

-  Past due
-  Due date approaching
-  Assigned

For questions or concerns please contact the Archdiocesan Safe Environment Office at (206) 274-3188 or [sep@seattlearch.org](mailto:sep@seattlearch.org).