

VIRTUS® Online Training Program

Virtus – a Latin derivative meaning valor, moral strength, excellence, and worth.

VIRTUS® programs were created by the National Catholic Risk Retention Group, Inc. to empower organizations and people to control risk better and improve the lives of all those who interact with the Church.

Pinecrest Academy believes that Protecting God's Children is a community effort. Therefore, all individuals interacting with Pinecrest Academy students are required to participate in this online training program as we strive to make Pinecrest Academy a safe environment for our children and our families. Pinecrest Academy requires all individuals interacting with Pinecrest Academy students to complete this online training versus the live training normally required by Archdiocese schools/churches. If you already completed an Archdiocesan live training, please let us know.

VIRTUS® Online Training Instructions

Please follow these instructions to set up your VIRTUS® Online Training account. After your account is created, you will log in and take your first Training course, **Protecting God's Children 4.0***. At the completion of this course, please email compliance@pinecrestacademy.org to advise so we can upload your certificate to your Compliance file.

Go to virtusonline.org, create your VIRTUS® account, click on **"FIRST-TIME REGISTRANT"** from the home page.

Choose **"Begin the Registration Process"** and continue to the next pages.

- Choose **Pinecrest Academy** for the organization and continue to create a user ID and password. User IDs are case sensitive, must be at least 4 characters, and you may use your email address. The password must be at least 8 characters long.
- The screen asks if you **have previously registered with VIRTUS® Online**. If you select **no**, you will set up your profile.



If you already have a VIRTUS Account, please contact the Helpdesk at helpdesk@virtus.org or 888-847-8870 to recover your login information. Thank you!

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like Jenny and Robert are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.

Important note about selecting passwords

- The next page will ask for your name, email, address, phone, etc. Red asterisks indicate required fields.
- Click to **continue** and choose **Pinecrest Academy (Cumming)** for the school.
- Select **Catholic School Employee** or **Catholic School Volunteer**, and select your preferred language.
- Type in your "Title or Position of Service"; i.e. Volunteer, Substitute Teacher, Coach, etc.
- Click **"submit"** to complete the registration process.
- You will be asked if you are associated with any other locations.
- Choose **"Current Training"** to begin training. The tab will state that you have one module assigned, click on **Protecting God's Children® Online Awareness Session 4.0**. **Please be aware that the material presented in Module 4.0 is sensitive as actual victims are interviewed.*

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please provide the information requested below

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Confid:

City:

State/Province:

ZIP/POSTAL CODE:

Daytime Phone:

Ext:

Evening Phone:

If you already registered and have a VIRTUS® account, the system will ask for the following.

- ? **Have previously registered with VIRTUS® Online?** If you select **yes**, you will be prompted to reset your password. Or you can use the Username Recovery to get your account details.

RETURNING USERS: Since you already have a VIRTUS® account, enter your User Name and Password in the “**Login for existing accounts**” (on the left side of the home screen). **NOTE:** If you have forgotten your password, click on “**Need login information**” to reset it. You may change your account information under Training > Update My Account.

PLEASE NOTE - Very important:

- You will watch a video and answer questions. If you need to stop at any time, click ‘X’ at the top right of the screen. Your progress will be saved. You can login later, and after selecting the course again, you will be prompted to RESUME the training where you left off.
- You will receive an email from VIRTUS® each month reminding you that a new monthly bulletin has been launched and it is your responsibility to complete each month’s bulletin. If your preferred email address changes, please be sure to update your account so all future reminders will be sent to an active/preferred email.
- After completing the video/questions, please email compliance@pinecrestacademy.org to advise so your certificate can be downloaded and saved to your Compliance file.
- Please note your progress will be tracked for Compliance purposes, as this is part of our accreditation process.
- Please be reminded that you are responsible for keeping your VIRTUS® training up to date.
- Contact Pinecrest Academy’s Compliance Coordinator with any questions: compliance@pinecrestacademy.org
- If you have a VIRTUS® account through another parish/church/school, we can ‘mirror’ (merge) that account so you only have one active account through Pinecrest. Please advise if this is the case with your account and you would like to maintain one account.



CALENDAR: VIRTUS® BULLETINS MUST BE COMPLETED EVERY MONTH. WHEN A NEW MODULE IS LAUNCHED, YOU WILL BE NOTIFIED TO COMPLETE IT. PLEASE ENSURE TO MARK YOUR CALENDAR TO KEEP YOURSELF UP TO DATE.