



Anybody who has attended a live Virtus training session should now be registered online, right?!?!

In previous articles, I gave the instructions for logging on to the Virtus website and updating your profile, UserID and password. This week, we will look at how to view your training compliance and print a certificate of your live training session. *St. Angela Merici Parish must have a copy of your certificate saying that you attended a Virtus training session, even if your certificate is on file at another church or institution in the Diocese of Cleveland.*

- In your internet browser's address bar, type www.virtus.org, and press enter.
- On the left side of the page, enter your UserID and your password and click "login."
(If you do not know these, please see previous instructions, which can be found on our parish website, www.samparish.org, under the "volunteers" tab)

As I write this, there is an article on social networking websites (i.e. Myspace, Facebook, etc.) as the lead article—check it out!

To check your training compliance...

- In the tabs under "Virtus Online", click on "My Training."
- Click "Training Compliance" on the left side of the page.
- Click "My Training Report."
Your training report should show the date of your live Virtus training session, your status on the training bulletins and any online training modules (kind of like a "re-certification" Virtus offers a year or two after your live training session).

To print a copy of your live training certificate...

- In the tabs under "Virtus Online", click on "My Training."
- Click "Live Training" on the left side of the page.
The page says "You have indicated that you have attended/will attend the following session" and then lists the date and time of your live training session.
- Click "Print Certificate."
- An Adobe PDF file of your certificate will be generated, if you wish to save an electronic copy of your certificate, click "Save" and select a location; if you just want to print your certificate, select "Open", and then click on the printer icon in the upper-left-hand corner of the PDF file to print your certificate.