

# VIRTUS ONLINE INSTRUCTIONS

## Full Virtus Training OR Virtus Re-Certification Training

The online option allows the participant to complete *initial* and *re-certification* online at a place convenient to them **within a two-week time frame**. The participant will receive an email containing a link to the assigned session.

- **In order to register for the online session, if you are required to take the **Full Virtus training**:**
  - Go to [www.virtus.org](http://www.virtus.org) and click the blue box **FIRST-TIME REGISTRANT**, accept begin the registration process, scroll down to Trenton, NJ (Diocese), select, answer NO for first time registrant, create user ID and password (I tend to use my email as the user ID), continue with the remaining requests.
  - Once an account has been created DO NOT REGISTER FOR ANY ONLINE CLASSES.
  - Email [mzola@mmtcp.org](mailto:mzola@mmtcp.org), Subject: Virtus Training - with the First and Last name you used to register on VIRTUS.
  - I will then email the Diocese, so be on the lookout for an email notification. Continue reading below.
- **In order to register for the online session, if you are required to take the **Virtus Re-Cert training**:**
  1. Go to [www.virtus.org](http://www.virtus.org) and login with the user ID and password you used when setting up the account.
    - If you've forgotten either you can use the **Need login information?** or email me and I'll gladly try to look you up from my administrator's information.
  2. Once you know your First and Last name used in Virtus email [mzola@mmtcp.org](mailto:mzola@mmtcp.org), Subject: Virtus Training - with the First and Last name you used to register on VIRTUS.
  3. I will then email the Diocese, so be on the lookout for an email notification. Continue reading below.
- The Dioceses will assign the online module and you will be informed by email.
- You will be notified again by email when your training module is ready to be completed.
- The email will have the link to your VIRTUS session.
- Once a participant begins the session, they may stop if needed. You are to finish the session with in a two week period. You can stop and resume the session within this two-week period.
- **You are given 2 weeks to complete the session online.**
  - **If the module is not completed within the two-week period – you will be notified and unable to continue in your ministry and need to begin again with my office to be reassigned to a new training.**
- Once the session is completed, you will be given credit on their VIRTUS account.