How to Assign an Online Training Module

Have a list first and last names ready.

1. Click on the **Online Training Modules** link.

2. Click on the **Assign online training modules** link.

**Assign online training modules**
This function allows you to assign online training modules to your users.

**Online training report**
This function allows you to run reports for online training modules.

**Online training report by Date**
This function allows you to run reports for online training modules for a specific date range.

**Online awareness training reports**
This function allows you to run reports for the online awareness training modules.

**Record training**
This function allows you to manually record users’ completion of the Re-certification or Quarterly modules.

**Training Module List**
3. Select the **Look-up users by name** and press **Continue** (This is the easiest and less confusing route).

**NOTE**: If more than one names come up, use the username as a point of reference.

4. Type the first and last name in the search box and select the name from the drop menu.

**NOTE**: If more than one names come up, use the username as a point of reference.
5. The selected name will appear in the Selected Users box. You may select as many names as you want per language.

6. Click on SUBMIT
7. **SELECT EITHER:**
   - Protecting God’s Children Online Awareness Session 3.0_San Bernardino *(For English)* OR
   - Protecting God’s Children Online Awareness Session 3.0 (Spanish)_San Bernardino *(For Spanish)*

8. Click on the **Assign Training** button

9. Check the Training tab in the user’s Virtus account to verify that the Online Training Module was assigned successfully.
For Questions Regarding Safe Environment Training or Virtus Accounts

Contact the Office of Child and Youth Protection
Office Hours – 8:30 a.m. – 4:30 p.m., Monday - Friday

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