

## How to Assign an Online Training Module

Have a list first and last names ready.

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

**Administration**

**System Administration**

- New User Signups
- Preregistered Users
- Users
- User Search
- Roles
- Profiles
- Locations
- Groups
- Communication Center
- Message Board
- System Setup

**Training Administration**

- Training Bulletins
- Online Training Modules
- Live Training

**Reports**

- Compliance Reports
- User Reports
- Training Reports
- Background Checks
- Required Documents
- Location Report

**Audit Center**

**Download Resources**

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**VIRTUS Online Administration**

**Quick Links**

- Approve users
- Schedule a session
- Live training report
- Calendar of Scheduled Training
- Rankings
- Training bulletin report
- Compliance Audit—Chart C/D Combo
- Compliance Audit—Required Documents
- Master Report—Local level, Report to screen
- Master Report—Downloadable Spreadsheet
- New Master Report (2020)

We are working on the Expired/Expiring Dashboard. It will return soon

**Session Information**

Upcoming PGC-A sessions	0
Sessions completed in 2020	26
Sessions completed in 2019	181
Sessions completed in 2018	247
Sessions completed in 2017	185
Sessions completed in 2016	212
Sessions completed in 2015	226
Sessions completed in 2014	225
Sessions completed in 2013	211

**User Search**

Enter a piece of information about the user:

(user id, first, last, email)

**System Messages**

- Health Crisis: Coronavirus (COVID-19) [\(more...\)](#)
- Setting Master Report Options for Local Coordinators [\(more...\)](#)

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

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**Reports**

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**Online Training**

- **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).

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**Assign Online Training Modules:**

- Location
- Group
- Profile
- Role
- Facilitators
- Look-up users by name
- Select users from list

Include inactive users

Continue >>

**DO NOT** select the 'Include inactive users' box.

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.

**Administration**

**Assign Online Training to ALL Users**

1. Type the users first or last name below, then select a user from the list that appears

**Search Users**

Type your search here... Add

2. Verify the users you selected

0 user(s) selected

**Selected Users**

5. The selected name will appear in the **Selected Users** box. You may select as many names as you want per language.

**Administration**

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  - Compliance Reports
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  - Training Reports
  - Background Checks
  - Required Documents

### Assign Online Training to ALL Users

1. Type the users first or last name below, then select a user from the list that appears

**Search Users**

6. Click on **SUBMIT**

**System Setup**

- System Setup
- Training Administration
  - Training Bulletins
  - Online Training Modules
  - Live Training
- Reports
  - Compliance Reports
  - User Reports
  - Training Reports
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  - Required Documents
  - Location Report
- Audit Center
- Download Resources
- Contact the Helpdesk

### 2. Verify the users you selected

5 user(s) selected

**Selected Users**

<input checked="" type="checkbox"/>	John Account (john doe account)
<input checked="" type="checkbox"/>	Mary Abbott (maryhelenabbott)
<input checked="" type="checkbox"/>	Denise Aguirre (deniseda)
<input checked="" type="checkbox"/>	Johanna Valdivia (jsanchez@sbdiocese.org)
<input checked="" type="checkbox"/>	Rev. Alex Sila SVD (asila@sbdiocese.org)

3. Click this button to submit the the user list

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

**Safe Environments**

Course Title	Due Date
<input type="checkbox"/> Protecting All Children™ Online Awareness Session	
<input type="checkbox"/> Protecting God's Children® Online Awareness Session 3.0 (Spanish)	
<input checked="" type="checkbox"/> Protecting God's Children® Online Awareness Session 3.0 (Spanish)_San Bernardino	04/01/2020
<input type="checkbox"/> Protecting God's Children® Online Training-2012	
<input type="checkbox"/> Protecting God's Children® Online Awareness Session 3.0	
<input checked="" type="checkbox"/> Protecting God's Children® Online Awareness Session 3.0_San Bernardino	04/01/2020
<input type="checkbox"/> The Safe Environment Awareness Program for International Priests™	
<input type="checkbox"/> Vulnerable Adults Training Module	
<input type="checkbox"/> Vulnerable Adults Training Module (Spanish)	

**Employment Practices**

Course Title	Due Date
<input type="checkbox"/> Sexual Harassment Online Training Module 1.0	

If a user already has completed any of the modules above what should the system do?

Assign the module again.

Do NOT assign the module again.

Assign Training

9. Check the **T**training tab in the user’s Virtus account to verify that the Online Training Module was assigned successfully.

**Account, John**

General | Contact Info | Private | Background Check | Required Documents | **Training** | Summary

Approval Date: 04/04/2019

**LIVE TRAINING**

Title	Date	Training Location	Status
Protecting God's Children for Facilitators	01/23/2019 9:00 AM	Diocesan Pastoral Center (San Bernardino)	Approved

[Add this user to an upcoming session](#)

**TRAINING BULLETINS**

Type	Featured	Read	Missed
Protecting God's Children for Adults <a href="#">(click here for details)</a>	12	0	12
Protecting God's Children for Facilitators <a href="#">(click here for details)</a>	12	0	12

[Manually record training bulletins for this user](#) | [Change the bulletin start dates for this user](#)

**ONLINE TRAINING MODULES**

Module	Assigned	Started	Completed
Protecting God's Children® Online Awareness Session 3.0_San Bernardino	03/18/20		

## 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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