

VIRTUS NEW User Search

Please perform this process once a week!

Log onto VIRTUS www.virtusonline.org

Click on Administration tab. On the left-hand side in the green area click on: **New User Signups**. If you have people on this list they are waiting for me to approve their **FIRST-TIME** training. I cannot because they are missing a piece of information.

Here is the explanation for the messages in the **Training Location** column:

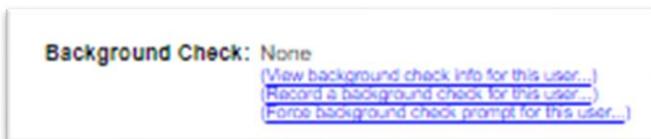
1. *****Online Training Completed***** This means that the training is done but no background check has been run.
2. *****NO TRAINING***** Did not select a session.
3. *****Online Training Assigned***** A profile has been created but no training has been selected.
4. *****Online Training in Progress***** Training has been started but not completed.

Last	First	Primary Location	Training Location	Trained	Registered
Smith	Cindy	Your location	*** Online Training Completed***	09/17/22	9/16/2022
Basic	Rita	Your location	*** NO TRAINING ***		8/18/2022
Lands	Andy	Your location	*** Online Training Assigned ***		9/22/2022
Richards	Susan	Your location	*** Online Training in Progress***		8/26/2022

How to proceed, click on the last name of the user from your list. A sample of what you will see once you click on their last name is at the end of these instructions.

1. *****Online Training Completed*****

Click on the users last name. This will bring you to their unprocessed training record. All they need is a background check. Scroll down to **Background Check: None (it may also have different wording here)**. Click on **Force background check prompt for this user...**



Make sure you email this user and tell them that they will be receiving an email with the prompts to complete the background check process and that it is not spam.

You can email directly from the VIRTUS page where you prompted the background check. Click on **Send email**,



The image shows a screenshot of a user profile form on the VIRTUS website. The form contains the following fields: User ID (SampleProfile), Password (masked with asterisks), Salutation (Please select - dropdown), First Name (Mary), Middle Name (M), Last Name (Smith), Nickname (empty), Suffix (Please select if applicable - dropdown), and Email (msmith@gmail.com). A blue arrow points to the 'Send email' button located at the bottom right of the form.

In the email use verbiage such as that in the box below, cut and paste into the email and personalize it with your **Church/School name**. This is only a suggestion:

*Thank you for completing the VIRTUS online training. To complete the process, you must complete a background check to volunteer at **ADD CHURCH/SCHOOL NAME**. I have sent you an email directly from the VIRTUS website. Please follow the link in the email to complete your background check. If you have any questions please do not hesitate to reach out to myself or Mary Hamann at the Diocese of Winona-Rochester mhamann@dowr.org. Thank you for your willingness to volunteer.*

2. *NO TRAINING***, 3 ***Online Training Assigned***, and 4 ***Online Training in Progress*****

These three are to be handled basically the same way. It all depends on where the volunteer is at in the process, when you get these **Training Location** names they usually have not completed the background check process either. See sample email, everything in **RED** needs to be personalized:

*Thank you for creating a profile on the VIRTUS website. To complete the process, you need to log back on and complete the training **Protecting God's Children® Online Awareness Session 4.0_Winona-Rochester**. Please log back onto www.virtusonline.org Your User ID: **you will find this on the same page as everything else (cut & paste)** When you complete the training please make sure you also complete the background check process to volunteer at **ADD CHURCH/SCHOOL NAME**. I have sent you an email directly from the VIRTUS website. Please follow the link to complete your background check. If you have any questions please do not hesitate to reach out to myself or Mary Hamann at the Diocese of Winona-Rochester mhamann@dowr.org. Thank you for your willingness to volunteer.*

You are not able to approve users. If they have changed their minds and they will not be employed/volunteering at your location, please let me know and I can delete their profile. Do not hesitate to reach out if you need assistance with this process.

See Sample below!

User ID:

Password:

Salutation: ▾

First Name:

Middle Name:

Last Name:

Nickname:

Suffix: ▾

Email: [Send email](#)

More Contact Info: [Click here for more contact info](#)

Primary Location: ▾

Roles:

Primary	Role	Location	Start	End
<input checked="" type="checkbox"/>	Volunteer	Diocese of Winona-Rochester Pastoral Center-Winona (Winona)	07/21/2022	—

[+ Add Role and Location](#)

Showing 1 to 1 of 1 entries Show Inactive

= End or delete role | Ending all roles does not inactivate the account

Title or Function:

Group: ▾

Profile: ▾ [Click to show profile details](#)

Continuing Training: ▾

Account status: ▾

Last Login: 07/21/2022

External ID:

Contact w/ Minors?: ▾

Contact w/ Vulnerable Adults?: ▾

Supervisor or Manager?: ▾

Communication Options: Receive training bulletin reminders via email
 Send account information to new user via email?

Special User Options: This individual is a facilitator
 This individual has access to the educator tab
 CAUTION

Background Check: None
[View background check info for this user...](#)
[Record a background check for this user...](#)
[Force background check prompt for this user...](#)

Required documents: Code of Conduct - 07/21/22
[View required document info for this user...](#)
[Record a required document for this user...](#)
[Force document prompt for this user...](#)

Training Info: **Online Training**

Protecting God's Children® Online Awareness Session 4.0_Winona-Rochester
 - COMPLETED on 07/29/2022