VIRTUS Report – Manage Past Due Trainings modules.
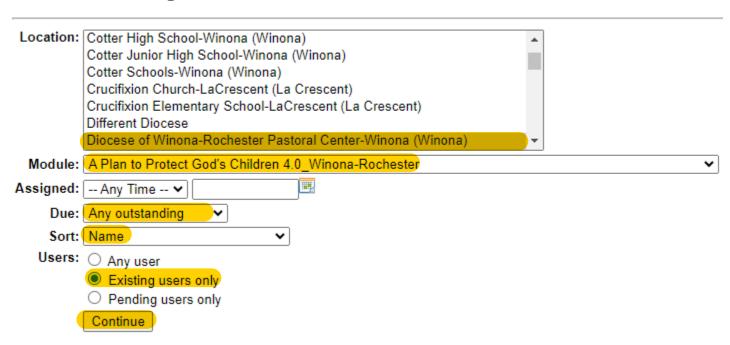
Once logged onto VIRTUS:

1. Click on the **Administration** tab,
2. On the left-hand side green strip under **Training Administration** click on **Online Training Modules**
3. Click on **Manage Past Due Training Modules** click on your location, if you have multiple click on the first then hold the "Ctrl" key to select others.

Past Due Training

Location:	Cotter High School-Winona (Winona)
	Cotter Junior High School-Winona (Winona)
	Cotter Schools-Winona (Winona)
	Crucifixion Church-LaCrescent (La Crescent)
	Crucifixion Elementary School-LaCrescent (La Crescent)
	Different Diocese
	Diocese of Winona-Rochester Pastoral Center-Winona (Winona)

Module: A Plan to Protect God's Children 4.0_Winona-Rochester

Assigned: -- Any Time --

Due: Any outstanding

Sort: Name

Users: ○ Any user
⦿ Existing users only
○ Pending users only

[Continue]

Complete the information as I highlighted, click **Continue**. You then click on the name(s) of the people who you want to reach out to. **Make sure their email addresses are correct**.

	Last	First	Location	Email	Module	Assigned	Due	Days Overdue
☑	Smith	John	DOW-R Pastoral Center-Winona	Sample@gmail.com	A Plan to Protect God's Children 4.0	5/4/2022	6/4/2022	556
☑	Black	Ryan	DOW-R Pastoral Center-Winona	Sample@gmail.com	A Plan to Protect God's Children 4.0	5/4/2022	6/4/2022	556
☑	Carter	Jim	DOW-R Pastoral Center-Winona	Sample@gmail.com	A Plan to Protect God's Children 4.0	5/4/2022	6/4/2022	556

After selecting the name(s), you want to reach out to I would **personalize your message** under **Option 1: Send reminder email**. In the **Subject** box type in the name of your Parish followed by **Safe Environment**.

Page 3 offers an example to this email of what I have been sending out. So you erase what is already in the box and copy and paste your personalized request. Then click on **Send Reminder Email**.

Option 1: Send reminder email

Subject: Parish Name Safe Environment

Message:

Dear [FIRST NAME] [LAST NAME]

Your VIRTUS Online login ID is: [LOGIN ID]

You have a training assignment on VIRTUS Online that is past due.

Please log in to www.virtus.org and complete your training assignment.

If you need help accessing your account, click the "I NEED LOGIN HELP" button.

Send Reminder Email

Option 2: Remove these assignments

Remove the selected assignments

*** Warning: This cannot be undone ***

Option 3: Remove these assignments AND inactivate the user account

Remove the selected assignments and inactivate the user accounts

*** Warning: This cannot be undone ***

Option 4: Inactivate the user account BUT keep these assignments

Inactivate the user accounts but keep the assignments

*** Warning: This cannot be undone ***

Option 5: Export Selected to CSV

Export selected assignments

Below is a sample of the personalization of the email that you can tweak as you like. This example is with the assumption that the volunteer needs to e-sign the Code of Conduct and re-run their background check.

This is a reminder for you to complete your **VIRTUS recertification online training** and **e-sign the Code of Conduct.**

You also must complete the **background check process**. If you are not prompted to do so after completing the recertification training please reach out to myself at the parish office or Mary Hamann at the Diocesan office: mhamann@dowr.org

Please reach out if you have any problems with accessing the training!

These items must be completed in order to continue to volunteer at **Enter parish name** Church.

Log onto VIRTUS www.virtusonline.org

Here is the process:
1. You will need to e-sign the Code of Conduct, it is about 6 pages long. You can access this form by clicking on "**You are missing a required document**" in the "Required Documents" box.

2. After completing the Code of Conduct you will return to the VIRTUS webpage. Complete the module "A Plan to Protect God's Children 4.0_Winona-Rochester".

   Click on the "**You have 1 online module assigned'** in the "Current Training" box.

   Which should take you to the below screen, click on either "A Plan to Protect God's Children 4.0_Winona-Rochester". This will launch the training where you will answer a question, watch a short video; then get a chance to change your answer. This module consists of 8 questions/videos. It will take approximately 50 minutes to complete.

Thank you for keeping our children safe!