

## 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

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**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

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

After selecting the name(s), you want to reach out to I would **personalize your message** under **Option 1: Send reminder email**. Page 3 offers an example to this email of what I have been sending out. Tweak it as you wish.

<input checked="" type="checkbox"/>	Last	First	Location	Email	Module	Assigned	Due	Days Overdue
<input checked="" type="checkbox"/>	Smith	John	DOW-R Pastoral Center-Winona	<a href="mailto:Sample@gmail.com">Sample@gmail.com</a>	A Plan to Protect God's Children 4.0	5/4/2022	6/4/2022	556
<input checked="" type="checkbox"/>	Black	Ryan	DOW-R Pastoral Center-Winona	<a href="mailto:Sample@gmail.com">Sample@gmail.com</a>	A Plan to Protect God's Children 4.0	5/4/2022	6/4/2022	556
<input checked="" type="checkbox"/>	Carter	Jim	DOW-R Pastoral Center-Winona	<a href="mailto:Sample@gmail.com">Sample@gmail.com</a>	A Plan to Protect God's Children 4.0	5/4/2022	6/4/2022	556

### Option 1: Send reminder email

Subject:

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](http://www.virtus.org) and complete your training assignment.

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

### Option 2: Remove these assignments

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

### Option 3: Remove these assignments AND **inactivate the user account**

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

### Option 4: **Inactivate the user account** BUT keep these assignments

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

### Option 5: Export Selected to CSV

Below is a sample of the personalization of the email that you can tweak as you like.

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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](http://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!