Diocese of Joliet

Office of Child & Youth Protection



Blanchette Catholic Center 16555 Weber Rd. Crest Hill, Illinois 60403 www.diojoliet.org

MEMORANDUM

To: Local Administrators

From: Leah Heffernan, Office of Child and Youth Protection

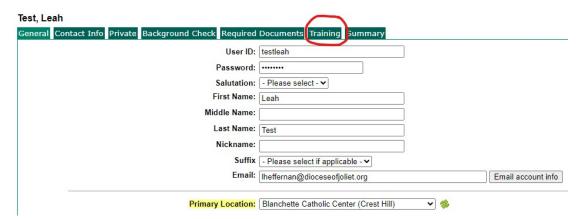
Re: VIRTUS update: Assign PGC or SHPT to a user's account

Date: November 9, 2023

An update has been made to VIRTUS, which allows local administrators to assign the following trainings to a user's account whose primary location matches the local administrator's primary location:

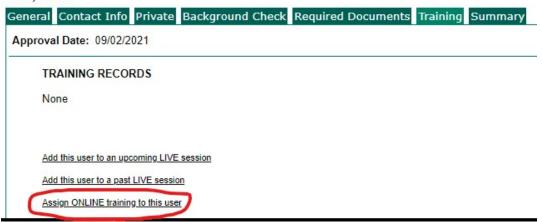
- 1. Protecting God's Children Online Awareness Session 4.0
- 2. Protecting God's Children Online Awareness Session 4.0 (Spanish)
- 3. Sexual Harassment Prevention Training Diocese of Joliet 2023*
- 4. Sexual Harassment Prevention Training Diocese of Joliet 2023 (Spanish)*
 *Note: SHPT must be completed by all active VIRTUS users who serve in a role connected to the SHPT compliance requirement any time between 11/9/2023 11/9/2024)

To assign Protecting God's Children Online Awareness Session 4.0 (PGC) or Sexual Harassment Prevention Training Diocese of Joliet 2023 (SHPT) to a user's account, please go to a user's account → click on their Training Tab



→ next, click on "Assign ONLINE training to this user"

Test, Leah



- → on the next screen, select PGC 4.0 or SHPT 2023 (English or Spanish) to assign by clicking the box to the left of the title of the training
- → scroll to the bottom of the page and click "Assign Training"

If you have any questions or if we can assist, please contact us at SafeEnvironment@dioceseofjoliet.org.