



### 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

Test, Leah

General	Contact Info	Private	Background Check	Required Documents	<b>Training</b>	Summary
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User ID:

Password:

Salutation:

First Name:

Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Primary Location:

➔ next, click on “Assign ONLINE training to this user”

**Test, Leah**

<b>General</b>	<b>Contact Info</b>	<b>Private</b>	<b>Background Check</b>	<b>Required Documents</b>	<b>Training</b>	<b>Summary</b>
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Approval Date: 09/02/2021

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**TRAINING RECORDS**

None

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

[Add this user to a past LIVE session](#)

[Assign ONLINE training to this user](#)

➔ 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](mailto:SafeEnvironment@dioceseofjoliet.org).