



MEMORANDUM

To: Local Administrators

From: Leah Heffernan, Office of Child and Youth Protection

Re: Continuing education for VIRTUS users

Date: July 11, 2023

In our efforts to continue to foster a safe environment for our children and vulnerable adults, church personnel (includes clergy, seminarians, diaconal candidates, religious, employees and volunteers who minister with minors and/or vulnerable adults) will be required to complete continuing education (CE) every three years via online trainings assigned to their VIRTUS accounts.

Beginning **August 1, 2023**, when an active user is due for a CE training, they will receive an email (to the email connected to their VIRTUS account) informing them of a new online CE training assigned to their account. A user will be directed to log onto their VIRTUS account to complete the training. Once a user completes the training, it will automatically be recorded in their VIRTUS account. A user will be given 14 days to complete the training before they will be considered “Not compliant.”

In anticipation of the CE requirement beginning on **August 1st**, please ensure that:

- Church personnel who are currently ministering, working, and/or volunteering at your location(s) have VIRTUS accounts that are “Active.”
- The VIRTUS accounts for church personnel who are not currently ministering, working, and/or volunteering at your location are “Inactive.”
- Ask your current users to log onto their VIRTUS accounts to ensure that their email addresses connected to their VIRTUS accounts are current. A user may update their email and/or any other contact information by logging onto their account → click on their Home tab → click on the “My Info” box → update any information → click “Save changes” at the bottom of the page.
- When an inactive user’s VIRTUS account becomes active, the continuing education training formula will be added to their account automatically.

To easily make VIRTUS accounts “Inactive” for those users **who only have a role(s) at your location**, you can choose to run a Compliance Report for your location → select those accounts to make inactive by clicking the box to the left of a user’s first name → click the “Inactivate” button (see below):

Compliance Report

Use this page to see user compliance status

First Name: Last Name: Compliant: Active: Expires:
Location: Role: Profile: Show Only Expiring
 BGC Bulletins
 Documents Training

<input checked="" type="checkbox"/>	First Name	Last Name	Role(s)	Site(s)
<input checked="" type="checkbox"/>	Leah	Test	Educator	Blanchette Catholic Center (Crest Hill)

Please do not hesitate to contact us at SafeEnvironment@dioceseofjoliet.org with any questions.