ONLINE REPORTING INSTRUCTIONS  
( Teaching Touching Safety, Good-Touch/Bad-Touch, Archdiocesan Protection Program )  
( 9/1/2010 Revised 7/27/2012 )

Do not send any children/youth training paperwork to Sr. Mary Elizabeth Galt, B.V.M.  
All children/youth sexual-abuse prevention programs must be recorded on VIRTUS® Online.

FOLLOW 1-2: IF YOU DO NOT HAVE AN “EDUCATORS” TAB ON YOUR VIRTUS® ONLINE ACCT.

#1  
You need a VIRTUS® Online account in order to receive your “Educators” tab and record your Children and Youth Self-Protection Programs Online. If you are not on VIRTUS® Online account please register immediately. When you have completed the registration, email Joan at: jvienna@la-archdiocese.org and she will approve your account.

#2  
Once you are on VIRTUS® Online email: Sr. Mary Elizabeth Galt, B.V.M., at: srmegalt@la-archdiocese.org with the following information and she will set your “Educators” tab:
- Name and Title
- Parish or School and
- Region
- Phone Number(s)

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FOLLOW STEPS ONE-EIGHT: IF YOU ALREADY HAVE AN “EDUCATORS” TAB

Once you have been given your “Educators” tab follow the “Eight Steps” for Reporting on VIRTUS® Online” listed below to record the data from the children/youth sexual-abuse prevention programs that have been taught at your parish/school site on, or before February, 15, 2015 and recorded by February 28, 2015.

Step One:
Enter Your Name and Password.  
Log onto your VIRTUS® Online Account.
Step Two:
Click on:
“Educators” tab

Step Three:
“Add a new training record”.

Step Four:
Fill in all the information for the children and youth training. Be sure to:

- Teaching Touching Safety
- Good-Touch/Bad Touch
- Archdiocesan

Click on name of the program you are using.

- Teaching Touching Safety
- Good-Touch/Bad Touch
- Archdiocesan

Click on School type: School Religious Ed., Confirmation, etc.

Change the name in this box to the name of the person who actually conducted the training.

Only enter the children/youth training information one time, even if you taught multiple lessons.

If you enter multiple lessons you will be counting the children more than once.
Step Five:

Enter your name as the recorder in the comment box.

Step Six:

After completing all of your sites information click on “Record Training” and your training will appear on the list.

Step Seven:

Check your information and then:
If you need to correct something click “Go back”
If everything is correct click “Record Training”

Step Eight:

To view to the information you have recorded:

Go to the first screen and click on the audit year dates you want to view. For Audit Year 2015 click on “From”: 7/1/2014 – 6/30/2015
For previous Audit Year 2014 Click on “From” 7/1/2013 – 6/30/2014.

Selection “You Location”

Click on “Go”

If there are any problems contact Sr. Mary Elizabeth Galt, B.V.M. at:
(213) 637-7460 or srmegalt@la-archdiocese.org