

ONLINE REPORTING INSTRUCTIONS
(Teaching Touching Safety, Good-Touch/Bad-Touch, Archdiocesan Protection Program)

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.

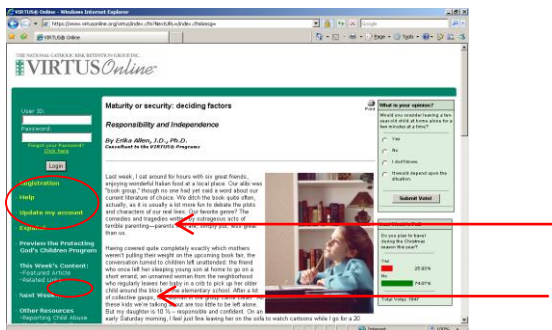
#2

Once you are on VIRTUS® Online **email: Sr. Mary Elizabeth Galt, B.V.M., at:** smegalt@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)

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

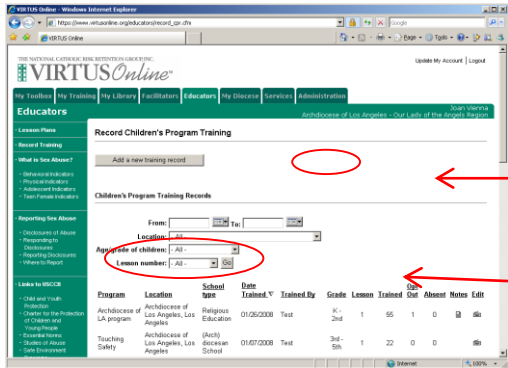
Once you have been given your “Educators” tab follow the “Eight Steps” for Reporting on VIRTUS® Online” listed below to record the data from the children/youth sexual-abuse prevention programs that have been taught at your parish/school site



Step One:

Enter Your Name and Password.

Log onto your VIRTUS® Online Account.

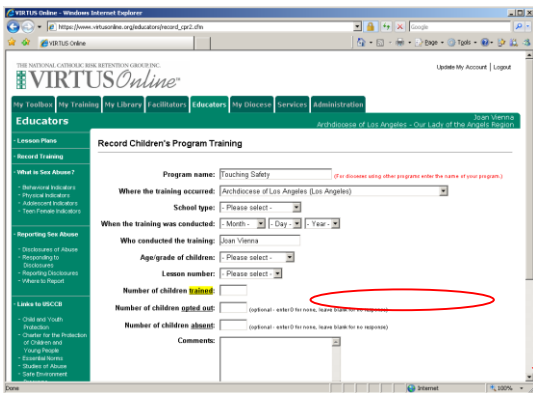


Step Two:

Click on:
 “Educators”
 tab

Step Three:

“Add a new training record”.

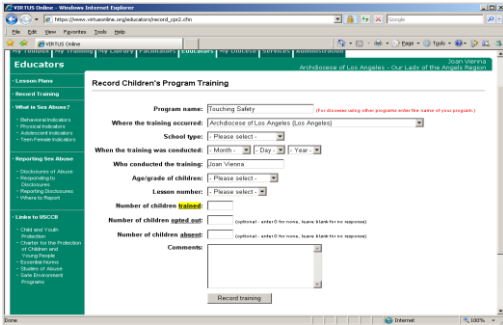


Step Four:

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

Click on name of the program you are using.

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

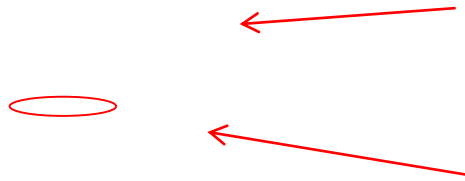


Step Five:

Enter your name as the recorder in the comment box.

Step Six:

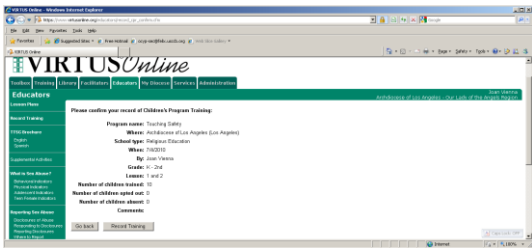
After completing all of your sites information click on **“Record Training”** and your training will appear on the list.



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 2010** click on **“From”**: 7/1/2009 – 6/30/2010 for **Audit Year 2011** Click on **“From”** 7/1/2010 – 6/30/2011.

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

