



VIRTUS Safe Environment Training Instructions For Adults

You must complete the Safe Environment Training online through VIRTUS. Training takes about an hour, but you can save and continue later.

1. Go to www.virtusonline.org. Log in or Click "First-Time Registrant" Select organization: "San Jose (Diocese)"
2. Follow the prompts on your screen. Choose the course "Protecting God's Children® Maltreatment Awareness Session 3.2_San Jose" **Or:**
3. If you serve in Homebound Ministries, or bringing the Eucharist to the sick, choose the combined training course – "Protecting God's Children & Vulnerable Adults" – which incorporates the Protecting God's Children training material.
4. Upon completion, the last screen will allow you to print a certificate. Print to save a PDF file and email it to the Safe Environment Procedures team at St. Simon SEP@stsimon.org or drop it in the Rectory mail slot.
5. For more help, see detailed instructions at <https://www.dsj.org/wp-content/uploads/VIRTUS-Registration-Instructions-Jan-2021-1.pdf>

The training is composed of short videos and multiple-choice questions. Please do not fast forward through videos. If you do, the system will not allow you to continue. Certification is good for 3 years; you will be notified when it is time to renew.

Thank you for ensuring a safe environment!