



## **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](http://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 from Maltreatment 4.1 - 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 from Maltreatment 4.1 and Vulnerable Adults 2.0 - San Jose" – 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](mailto: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!