

VIRTUS UPDATE INSTRUCTIONS

FOR USERS WHO HAVE ALREADY HAVE A VIRTUS ACCOUNT

(If you have taken a Protecting Gods Children class you may already have an open account. Please do not make a duplicate)

Please follow the steps below to access your VIRTUS account.

- Access www.virtusonline.org
- Login for Existing Accounts
- If you do not remember your User ID or Password, please click on “Need login information?” and follow the prompts.
 - If you are unsuccessful recovering your account, please call the VIRTUS helpdesk at 1-888-847-8870
- Upon recovery of your account please update information as required by clicking on **Update My Account** on the **green tab** to the left side:
 - Legal name as it appears on your driver’s license
 - Address
 - Current Primary Location – School, Parish, Ministry
 - Role (use drop down box)
 - Title or Function

EXAMPLES:

 - ❖ Educator-5th grade
 - ❖ Educator-Substitute
 - ❖ Employee-School Administrator
 - ❖ Employee-Parish Bookkeeper
 - ❖ Volunteer-Coach
 - ❖ Volunteer-Catechist
 - ❖ Volunteer-Parent
 - ❖ Volunteer-Knights of Columbus

PLEASE SCROLL TO THE BOTTOM OF THE PAGE AND CLICK “**SAVE**” WHEN YOU HAVE COMPLETED YOUR UPDATES.

PLEASE “**LOGOUT**” OF YOUR ACCOUNT AT THE TOP RIGHT CORNER OF THE SCREEN

THANK YOU