ONLINE REPORTING INSTRUCTIONS
(Teaching Touching Safety, Good-Touch/Bad-Touch, Archdiocesan Protection Program)
(9/1/2010 Revised 7/27/2012/ 9/2016)

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 15th and recorded by February 28th.

Step One:

Enter Your Name and Password.
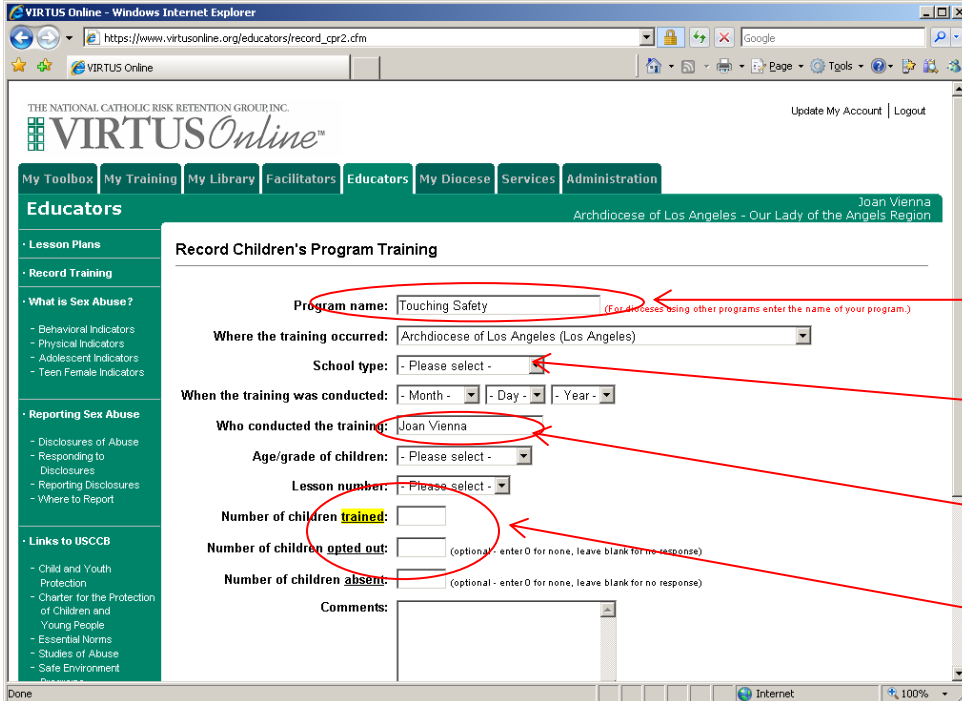
Log onto your VIRTUS® Online
Account.

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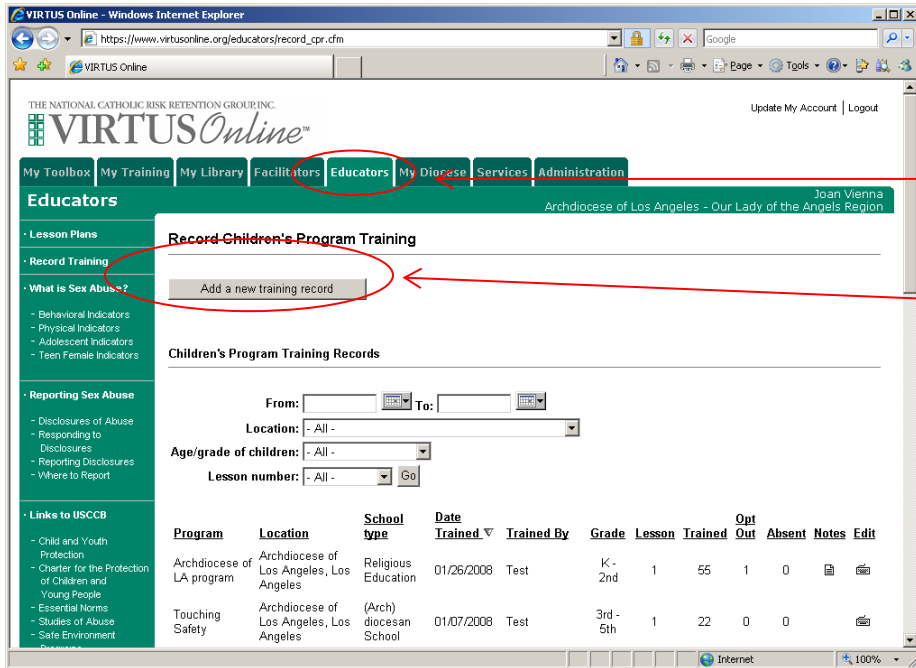
Step Two:

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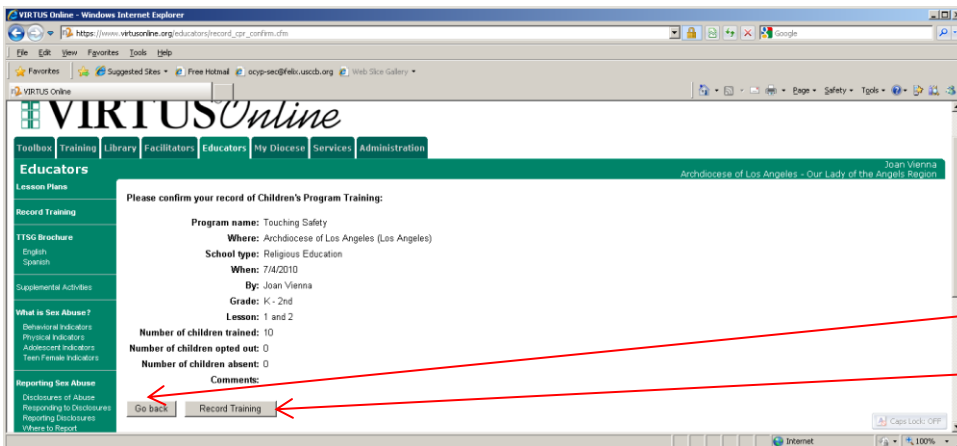If you enter multiple lessons you will be counting the children more than once.
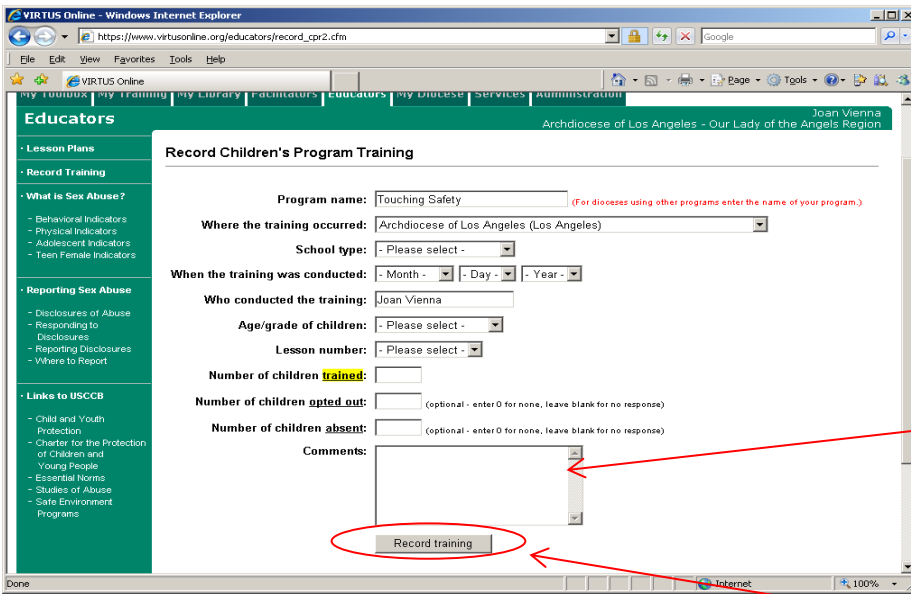
Step Five:

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 2017** click on "From": 7/1/2016 – 6/30/2017
For previous **Audit Year 2016** Click on "From" 7/1/2015 – 6/30/2016.

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

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