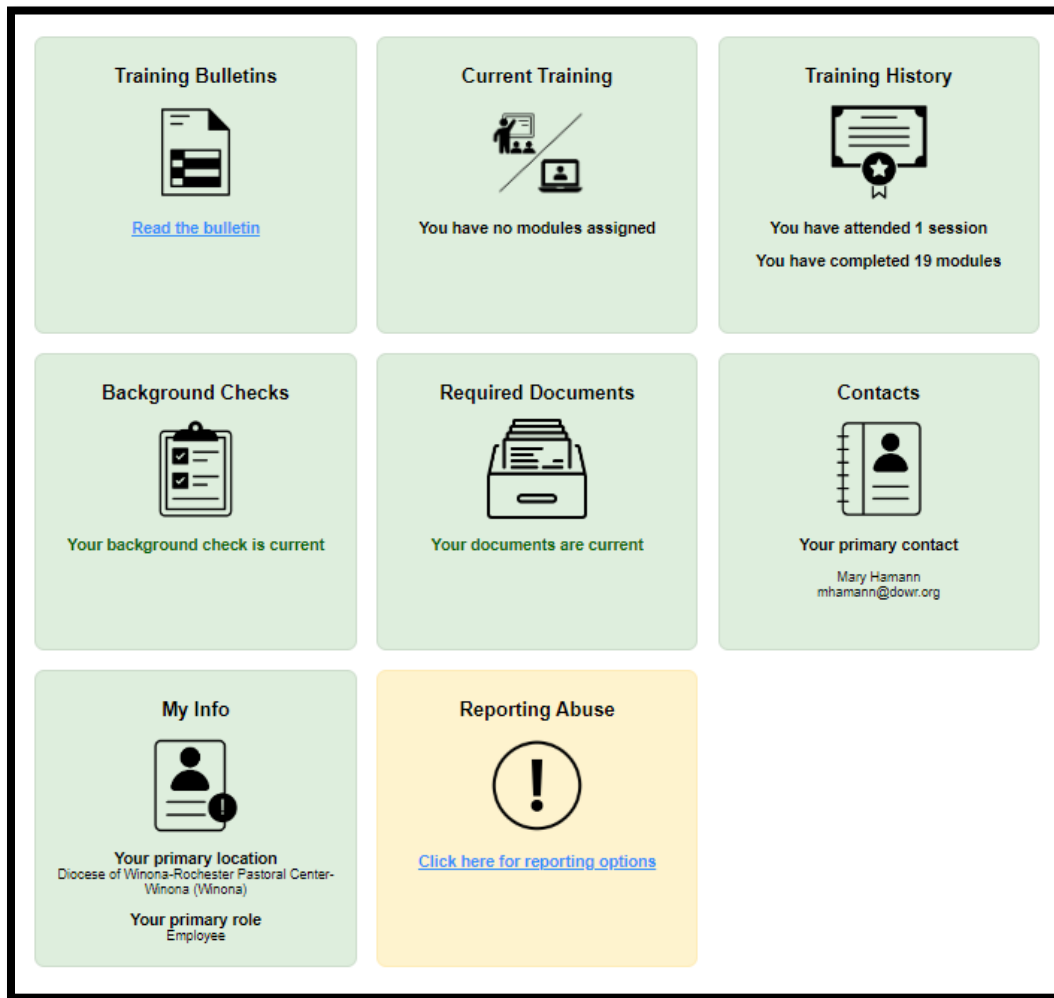


VIRTUS HOME PAGE



- **Training:** If you have a bulletin to read if you click on the '**Read the bulletin**' you are taken to that bulletin.
- **Current Training:** If you have a training to complete (like the recertification training) click on the '**You have 1 online module assigned**' to take you to your training.
- **Training History:** If you click on this takes you to your training list. Here you can print off your certificate(s) if needed. Or to see what you have completed.
- **Background Checks:** *This one is the BEST!!!* If the background check is five-years old you/they will need to click on '**You have an expired background check**'. This applies to EVERYONE, employees and volunteers. You/they will be directed to the S2Verify website and prompted to complete your background check. Once completed an email will be sent from S2Verify to the Safe Environment Coordinator designated to run background checks. Once the check is ordered S2Verify will send the updated background information to VIRTUS and populate the employee/volunteer's profile.
- **Required Documents:** If there is no Code of Conduct listed for the employee or volunteer they will be prompted to read and e-sign. Then their profile will be updated.
- **Contacts:** This is who the person should contact if they have any questions. The Safe Environment Coordinator assigned to that parish/school.
- **My Info:** This shows the employee/volunteer's primary location and role. If you click on this box you can update the information.