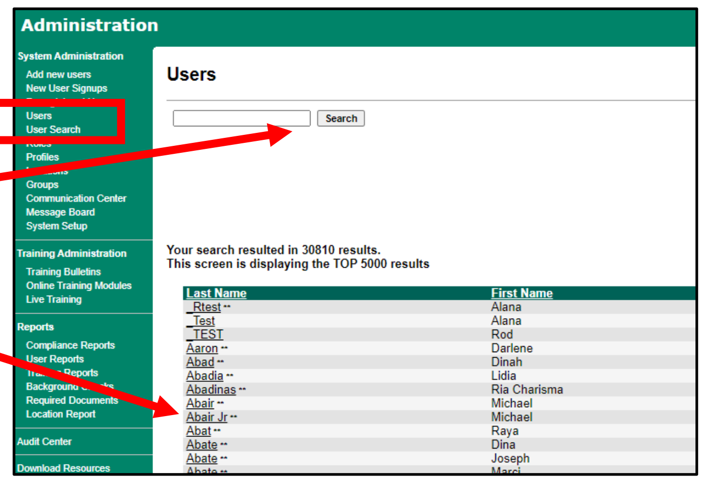
A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS® Online

How do I assign a training module?

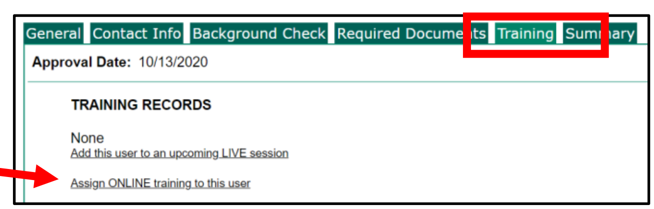
To Assign Training by Individual User:

1. With an active account, you can assign a training module. When you are logged into the system, click on "Administration."



2. Next go to "Users" on the left hand side, and search for the user's account. You can either scroll through the list or you can use the box to search for the user.

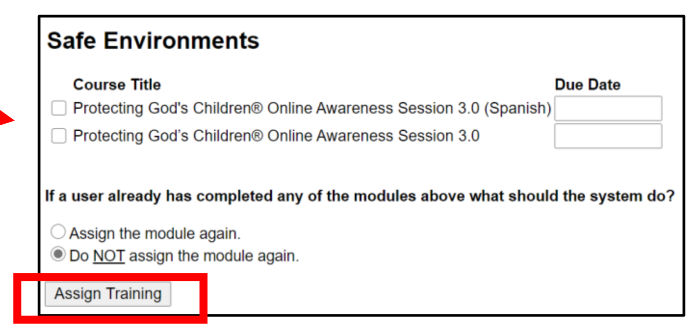
3. Click on the User that you are going to assign ONLINE training to.



4. Once you are in their account, click on the Training Tab, and then click on **"Assign ONLINE training to this user."**

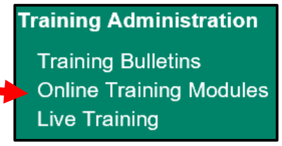
5. Click on the **Protecting God's Children Online Awareness Session 3.0** (in English or Spanish). It will default to a due date of two weeks; however, you can change this date. Click **"Assign Training"** to complete the assignment.

   The user will receive an automatic notification via email, from system@virtus.org, to log in and complete the online training.

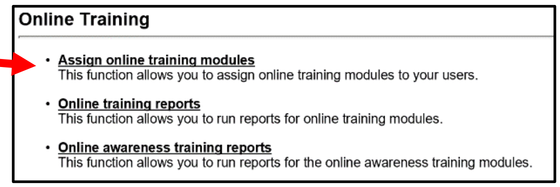


To Assign Training for Multiple Users:

1. For multiple assignment within the Administration tab, click on the "Online Training Modules" on the left-hand side of the screen.

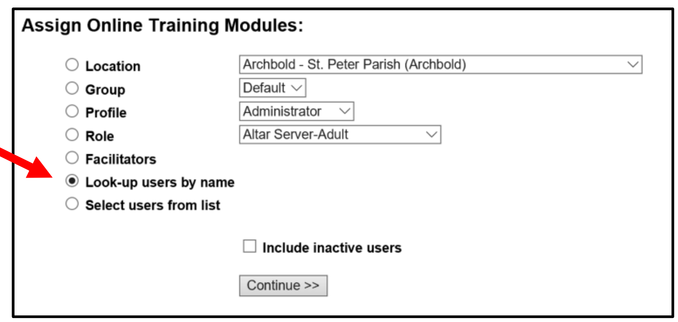


2. Click on **"Assign online training modules"** to assign the module.



3. You can either select a user by name or assign the training to a location, group, profile or role at one time.

4. If selecting a user(s) by name click on **"Look up users by name"** to view. Then click on **"Continue"** to select multiple users.



5. In **Step 1**, Type in the users first or last name and select when it appears in the "Search Users" box, then add. The user(s) will appear in **Step 2** within "Selected Users", and you always have the ability to de-select as needed. Then **"Submit"** the user(s) selected in **Step 3**.

   Review number **2.** above.