

BULLETINS

Bulletins will begin only after you have completed your live training and ALL PAPERWORK HAS BEEN ENTIRELY PROCESSED. Look for your bulletins after the first Sunday of the month. You will have 30 days to complete each bulletin to stay compliant. Due dates will be published in your parish/school/institution newsletter.

You will receive monthly email notices from system@pub.virtus.org . If you do not get the email, you can access it by following these directions.

- Go to www.virtus.org
- Enter you User ID and password (can be gotten from your Location's Virtus Coordinator or by contacting http://www.virtus.org/virtus/forgot_password.cfm)
- Click on the Training tab
- Click on Training Compliance (found at the bottom of the wide green margin on the left-hand side of the screen)
- Click on Training Report
- Under the TRAINING BULLETINS section, click on the phrase (click here for details). This opens your Training Bulletin Report and shows the bulletins you have completed and the bulletins that remain to be read (denoted by the words.... Not Read).
- Click on the title of the bulletin you wish to read. Read the article and the question that follows. To answer the question, click within the circle of the answer you believe to be correct and then click the box Submit My Answer. Once the correct answer is verified, the system will record completion of the bulletin. To complete additional bulletins, return to the Training tab and repeat the process.
- Before leaving the VIRTUS website, always remember to "click" the word Logout located in the upper right-hand corner of your VIRTUS account screen. This will ensure your connection is properly closed. Then, you may proceed to another website or click on the "X" to close the browser-screen.

In order to be compliant, you must complete the bulletin by the due date. The due date is based on a 30 day time period. You must keep up to date with your bulletins in order to appear on the volunteer, employee or sub list at your location.

NOTE: There will be no modules on the accounts beginning January, 2011.

2011 Schedule of Bulletins

2011	Bulletin Posted	Bulletin Due
January	January 2	February 1
February	February 6	March 8
March	March 6	April 5
April	April 3	May 3
May	May 1	May 31
June	June 5	July 5
July	July 3	August 2
August	August 7	September 6
September	September 4	October 4
October	October 2	November 1
November	November 6	December 6
December	December 4	January 3

You have 30 days from the post date to complete a bulletin.

If you have any questions, please contact Anita Geiger at 859 392-1565 or ageiger@covingtondiocese.org

(Rvsd 12-9-2010)