

## SAFE ENVIRONMENT RE-CREDENTIALING FOR EXISTING VIRTUS USERS

### **ATTENTION:**

- To retrieve or reset your login information, click **I NEED LOGIN HELP** on the VIRTUS home page.
- If you are unable to access an existing VIRTUS account, contact your Safe Environment Coordinator.
- **DO NOT** create an additional/new account.

### **Technical Tips:**

- Do not use a cell phone or tablet. Use Chrome web browser from a computer.
- Do not log in on multiple devices. If you changed devices, log out completely and restart the first device.
- Allow pop-ups. Enable *Adobe Flash Player* and *Javascript*.
- Do not close tabs until instructed.
- Do not use the “page back” or “page forward” buttons on the web browser.
- Only use the buttons on the screens, such as “Continue”, “Next”, “Previous”.
- Fast-forwarding the training module will cause the module to lock up and force you to start over.

### **Instructions:**

- Go to the VIRTUS website and log in: [www.virtusonline.org](http://www.virtusonline.org)
- View the square tiles on the Home screen and complete all assigned tasks.
- One or more of the following may be assigned:
  - ◆ **Required Document: Code of Conduct** (Approximately 5 minutes )
  - ◆ **Background Check** (Approximately 10 minutes)
    - The application will open in the McDowell Agency website.
    - Social Security Number (SSN) is required.
    - Click **Submit** at the end of each step to proceed.
    - A note will appear on the final screen to confirm the application has been successfully submitted.
    - Click **Return to VIRTUS** to check for additional assignments.
  - ◆ **Safe Environment Training** (Approximately 30-35 minutes).

***Confirm that you have completed all requirements with your Safe Environment Coordinator***

