How do I find a specific individual user account?

Step 1: Go to www.virtusonline.org

Step 2: Login to your account (If you are unable to remember your Username and/or your Password, go to the Help/FAQs tab in the red ban at the top right)

Step 3: Click on your Administration tab
Step 4: On the left under System Administration click on User Search

Step 5: Click on the “Show inactive users” box

Step 6: Type in the last name of the individual for whom you are searching.
Step 7: Click on the last name of the individual for whom you are searching.
How do I make an individual user inactive?

Step 1: Go to www.virtusonline.org

Step 2: Login to your account (If you are unable to remember your Username and/or your Password, go to the Help/FAQs tab in the red ban at the top right)

Step 3: Click on your Administration tab
Step 4: On the left under System Administration click on User Search

Step 5: Click on the “Show inactive users” box

Step 6: Type in the last name of the individual for whom you are searching.
Step 7: Click on the last name of the individual for whom you are searching.

Step 8: Scroll down to the yellow band and click on Account Status and select inactive.
**Step 9:** Scroll to the bottom of the page and click on Save and Review

**Step 10:** You will receive a notice at the top of the page that this individual has been made Inactive and the Changes Have Been Saved
How do I Access My Parish/School Master Report?

Step 1: Go to [www.virtusonline.org](http://www.virtusonline.org)

Step 2: Login to your account (If you are unable to remember your Username and/or your Password, go to the Help/FAQs tab in the red ban at the top right)

Step 3: Click on your Administration tab
Step 4: On the left under Reports click on Compliance Reports

Step 5: Click on Master Report
Step 6: Click on Select a Location and then select your parish or school

Step 7: Click on all appropriate Display Fields

We suggest that you click on the following fields:

- Active
- Email
✓ Protecting God’s Children for Adults and Spokane Safe Environment Training
✓ Spokane Annual Online Safe Environment Training-2017
✓ First Advantage Background Check
✓ All of the Selection.com Background Checks
✓ WSP Background Check
✓ Code of Conduct
✓ Disclosure Statement
✓ Safe Environment Background Consent and Training Summary
✓ AND anything else that you might want to run to the screen
✓ Click on all appropriate Display Fields

✓ Click on all appropriate Display Fields
Step 8: Click on Run Report to Screen
How do I inactivate multiple users on my Master List?

Step 1:  Go to www.virtusonline.org

Step 2:  Login to your account (If you are unable to remember your Username and/or your Password, go to the Help/FAQs tab in the red ban at the top right)

Step 3:  Click on your Administration tab
Step 4: On the left under Reports click on Compliance Reports

Step 5: Click on Master Report
**Step 6:** Click on Select a Location and then select your parish or school

**Step 7:** Click on Run Report to Screen
**Step 8:** Click on the last name of the person whom you want to make inactive

**Step 9:** Scroll down to the yellow band and click on Account Status and select inactive.
Step 10: Scroll to the bottom of the page and click on Save and Review

Step 11: You will receive a notice at the top of the page that this individual has been made Inactive and the Changes Have Been Saved
**Step 12:** Use the back arrow to return to Master List

**Step 13:** Select the next user that you wish to make inactive and follow the same steps as above.
How do I approve an individual user account?

Step 1: Go to www.virtusonline.org

Step 2: Login to your account (If you are unable to remember your Username and/or your Password, go to the Help/FAQs tab in the red ban at the top right)

Step 3: Click on your Administration tab
Step 4: On the left under System Administration click on User Search
Step 5: Click on the “Show inactive users” box.

Step 6: Type in the last name of the individual for whom you are searching.

Step 7: Click on the last name of the individual for whom you are searching.
**Step 8:** Check to make certain that the individual has completed the Protecting God’s Children Training (Training Session in the Yellow Band). Click on the blue Background Check and Required Documents links, and check that the individual has had a background check, and has signed a Code of Conduct, a Disclosure Statement, and a Consent for a Background Check.

**Step 9:** Scroll to the bottom of the page and click on Process Registration. By clicking on this button you are stating that this individual user has completed all of the required training, had a background check, and has signed all of the required documents.
How do I add a document to an individual user’s account?

Step 1: Go to www.virtusonline.org

Step 2: Login to your account (If you are unable to remember your Username and/or your Password, go to the Help/FAQs tab in the red ban at the top right)

Step 3: Click on your Administration tab

Step 4: On the left under System Administration click on User Search
Step 5: Type in the last name of the individual for whom you are searching.
Step 6: Click on the last name of the individual for whom you are searching

Step 7: Click on Required Documents
Step 8: If any Required Documents are missing, click on Record a Document for this user

Step 9: Click on Document Name…Select, select the appropriate document, type in the date and your name. Remember to always SAVE.