

# St. Mary School

~ L A K E L E E L A N A U ~

Everyone who has contact with children through church programs needs to take the online child safety course. There is a help link if you have problems, but we have some tips below.

Here's the link: [www.virtus.org](http://www.virtus.org)

When you get there you need to register. You can use your email as your User ID if you like and then enter a password. Both have to have 4 letters.

The next few screens are pretty self-explanatory- information about yourself, diocese, parish, etc. They have also posted the Code of Conduct which I gave you in hard copy. Sorry, I didn't know it was going to be online.

The first issue comes when you reach a page that does not tell you how to proceed. It has three buttons, the top one is green. Go to the bottom of that page and open the Acceptance of Conditions page, look that over, then close and you are back to the earlier page. Click on the green button with the check mark in it. This should take you to a page that tells you to approve a plug-in or add-on. I had to have it so I clicked yes, and it worked immediately for me. It did not work for Fr. Michael on his tablet. It did work on the computer in Lori's office. So, if you have this problem, first try a different browser, then a different computer and if you don't want to deal with it anymore, just make arrangements to drop in the office and use one of our computers.

Once you are in, you can easily close out and re-enter. It will take you back to the last screen you completed on your previous visit. At least, this has worked twice for me.

If you can print a paper certificate of completion, please do and give us a copy for our records. And if you can't please let me know that, too, and we'll make arrangements to print for our records.

Thank you for your willingness to support ministry to children. God bless,

Jude

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