<u>Steps to Complete VIRTUS Renewal Online</u>

Two weeks prior to the five-year anniversary of your live VIRTUS session an online renewal module will be assigned in your VIRTUS account.

Details about the module:
- The process:
  - The module begins with a question.
  - After you submit the answer to the question a video will begin.
  - When the video completes the same question will appear again. At that time, you determine if you want to keep your answer the same as it was before the video or change your answer.
  - After you submit your answer, another question will appear.
  - This process repeats throughout the module.
- The module takes about 45 minutes to complete.
  - Please do not try to fast forward through the module. This will cause the program to overload. It can only be reset through VIRTUS, which overall would take more time than going through the module at the designated speed.
- Once the module is complete, you will be able to see your completion date by clicking on the "Training History" box on the home tab.

How to access the module:
- Step 1:
  - Option 1: Login to www.VIRTUS.org using your username and password.
  - Option 2: If you have forgotten your username or password, click on the blue "I Need Login Help" button. This will take you through the process of resetting your password. After you have reset your password, then you can login with your new password.

- Step 2: The renewal module will appear on the first page after you login in the box with the title "Current Training." Click "You have 1 online module assigned."

- Step 3: A new window will open with a blue link as seen below. Click the blue link and the renewal module will begin.

If you have any questions or any trouble, please contact
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