



# Memo

**Date:** August 14, 2023

**To:** All employees and volunteers of the Archdiocese of Atlanta

**From:** Jenni Weldin, director of Safe Environment, Office of Child and Youth Protection

**Re:** VIRTUS renewal (updated instructions for 2023)

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VIRTUS training is valid for five years. Before the five-year mark, an individual will need to renew their VIRTUS training.

For the renewal of VIRTUS training, an online module will be automatically assigned exactly two weeks prior to the five-year anniversary of the individual's original training date. The employee or volunteer will be notified via an email directly from VIRTUS.

At times VIRTUS emails do not appear in an individual's inbox, but end up in the individual's spam folder or another location. Whether or not an email is received, the online module is assigned to the individual.

Detailed instructions of the steps to complete the online renewal can be found here: ([attached](#))

Anyone curious about their renewal date can login to his or her VIRTUS account at [www.VIRTUS.org](http://www.VIRTUS.org) and click on "Training History" box to find his or her prior training date.

If an individual has forgotten his or her username or password, please click the link to the detailed instructions above, which will provide information about how to reset the VIRTUS password.

If an individual does not have an email address and/or access to a computer, that individual will need to attend another in-person VIRTUS Protecting God's Children session to meet their renewal requirement.

Thank you for all you do to keep children and vulnerable individuals safe.