



How To Print Your Virtus Training Certificate

Registration for the session is required to get a certificate. If you did not pre-register then post register at www.virtusonline.org by clicking on "registration" in the left hand green column. From here follow the prompts. The facilitator of your training session will fax the sign-in sheets to the Safe Environment Office. Once your signature is on file, your account will be activated. You will receive an automatic e-mail from Virtus indicating your account status at the time of activation. Once activated, you may log in to www.virtusonline.org and enter your user id and password. Next, click on the green My Training tab at the top of the page. From here, click on "live training" in the green column to the left. Here you will see an option to print your certificate. The My Training tab is also where you can access your monthly bulletins. If you have trouble with this process, please contact the Safe Environment Office at 305-762-1250.