INSTRUCTIONS TO FIND THE TRAINING BULLETINS YOU ARE REQUIRED TO READ:

1. Log on to Virtus website, www.virtus.org

2. Enter your User ID and Password

3. Click on Login

4. Click on the **TRAINING** tab at the top of the page

5. On the right side of the screen is a box: **TRAINING BULLETIN REPORT**

6. This box will tell you either:
   "You have not completed (#) training bulletins" or
   "You are current on your training bulletins".
   Click on: **"Click here to see your complete report."**

7. The chart will show you how many bulletins are **FEATURED, READ, and MISSED**. These are the bulletins that have been delivered to your account since the date your registration was approved.

8. Next to the words, "Protecting God's Children for Adults" is the phrase, "**click here for details**". Click on this phrase and it will take you to the list of bulletins that have been delivered to your account.
   It will give you the dates when they were delivered and when they were read.
   If you have not read a bulletin, next to the title, it will say "Not Read".
   Click on the title of the bulletin to read it.
   As soon as you read the bulletin and answer the question, the bulletin will appear in the "Read" column.

9. You only need to read **24 online bulletins** to be in compliance, not all of the bulletins in your account if there are more than 24 listed.