



***VERY IMPORTANT INFO FOR all parish and school volunteers & coaches...***

In last week's bulletin, I gave instructions on how to register with Virtus online for anybody who previously attended a Virtus training session, but never registered online. This week, we will look at logging on to the website if you *forgot your username and/or password* and how to change your profile once you are logged on...

- In your internet browser's address bar, type [www.virtus.org](http://www.virtus.org), and hit enter.
- On the left side of the page, click on "Forgot your password? Click here."
- Enter your Virtus website UserID (if you remember it) or your email address and select "Go."
- Your password will be emailed to you shortly and you will be able to log in.

***If you do not know your UserID or the email address you registered with, but you know you did register once with this website...***

- Call Michael at the Parish Center and I can check to see if you ever registered online. I can email your information and password directly from the website to your email and/or change any of your information.  
*or*
- Call Virtus at 888-847-8870. This is a very friendly and helpful service. You can speak directly with a person right away. He/she can look up your account, change your UserID, tell you your password and/or change your login information.

***When you have your UserID and password...***

- In your internet browser's address bar, type [www.virtus.org](http://www.virtus.org), and hit enter.
- Enter the UserID and password in the spaces provided on the left side of the page and click "Login."
- Your full name and "Diocese of Cleveland, OH" should appear on the right side of the page.
- In the top right hand corner, click on "Update my Account."
- You can change any of your personal information and your password on this page. Click "Save" at the bottom of the page.
- **VERY IMPORTANT!!!** *Please make sure St. Angela Merici and/or St. Angela Merici School are listed as locations (in addition to any others that may apply to you).*