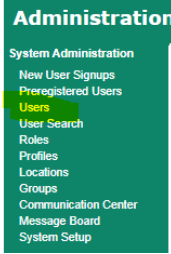
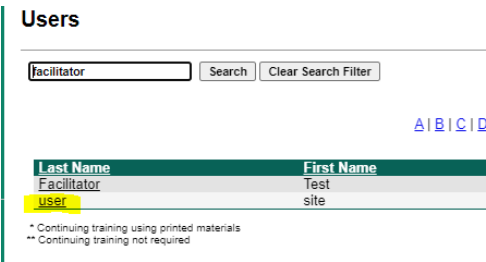
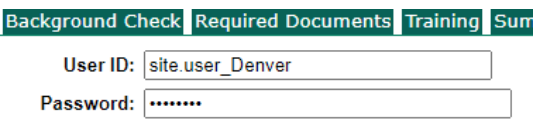
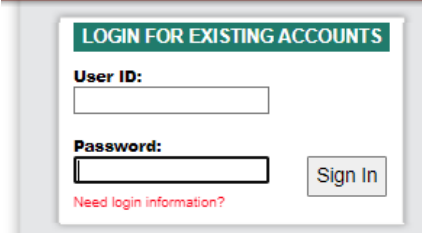


Site Administrator FAQs – New Code of Conduct (6/20/22)

I haven't started using VIRTUS -What do I do first?

- Visit Site Administrator Resources - archden.org
- Contact Christi.Sullivan@archden.org or Alex.Kwan@archden.org for a quick orientation and log on credentials.

How do I find a user's ID and password so they can log in and sign the Code?

<p>Log into VIRTUS click <u>Users</u> or <u>User Search</u> from the left menu in the Administration tab.</p>	
<p>Click on the user's name to see their full contact record.</p>	
<p>User ID: You can confirm (or edit if necessary).</p> <p>Temporary Password: You will need to reset the password and hit "Save" at the bottom of the page.</p>	
<p>Give your church worker their User ID and temporary password and instruct them to log in as an Existing User at www.VIRTUS.org.</p> <p>If they are already in the system, they should not create a whole new account!</p>	

What about my users who do not have a correct email in VIRTUS and do not receive the automatic announcement?

- If their accounts are active, they will still be assigned the new Code of Conduct automatically and still need to sign it
- Parish/school administrators will need to contact them directly with instructions on how to log in with the assigned User Id/Temporary password.

Please contact the Office of Minor and At Risk Protection for additional assistance.
Christi.Sullivan@archden.org or Alex.Kwan@archden.org