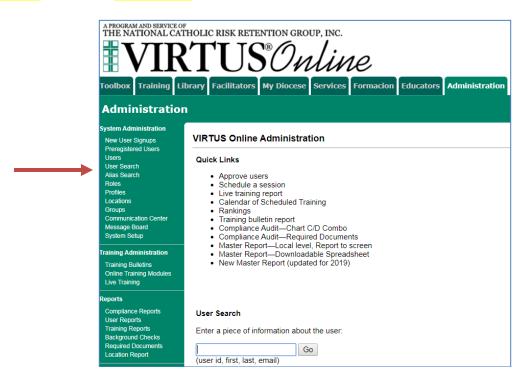
Diocese of Winona-Rochester

HOW TO UPDATE A PROFILE ON VIRTUS – GENERAL TAB

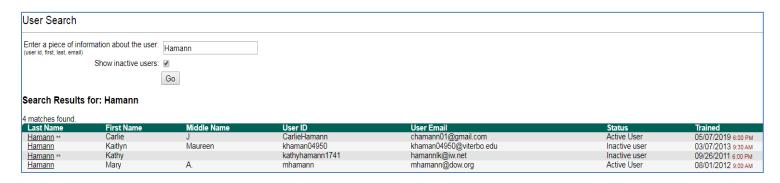
Log on to VIRTUS, click on the "Administration" tab. On the far left in the green under "System Administration" click on "User Search".



Type in last name of the person you are looking for (make sure you check the "Show inactive users" box. If you do not find the person by last name, try the first name. Searching using less delivers the best results.



A list should appear, click on the last name of the person you are looking for, you will get their profile page.



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Here you can make many changes. Change the last name (someone gets married), a new email address. Next to the email address is a box that says "Email account info", click on this and VIRTUS will send an email to the user with their log in information (for someone who forgets).

In the YELLOW section you can change their "Profile", for instance from "School Teacher" to "Basis User", etc. Here you can also change their continuing training to read or not to read monthly training bulletins. If you want them to read bulletins then select "Required to complete continuing training using VIRTUS Online monthly bulletins" If they were VIRTUS trained before being required to read bulletins then you will need to contact the Office of Safe Environment to change their bulletin start date. Lastly, you can make someone inactive here as well, be careful just because he/she may not be at the church/school they may still be volunteering at another church and vise verse. If another location is listed, then do not inactivate them, just remove your location from the user profile leaving them active. To do this click on the RED and type in the ending date of their service and then click SET.

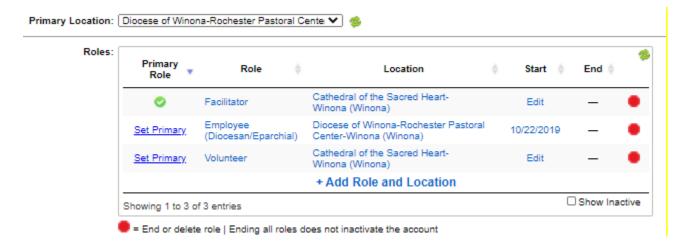
Across the top, also in green under the person's name are tabs: Contact Info, Background Check (here you record a completed background check), Required Documents (here you record Code of Conduct), the Training which will show the training and bulletin information and finally the Summary tab see below.

General Tab

	CarlieHamann						
Password:							
Salutation:	- Piease select - ✔ Carlie						
First Name:							
Middle Name:							
Last Name: Email:							
	chamann01@gm	nail.com		Email account info			
Primary Location:	Diocese of Wino	na-Rochester Pasto	oral Cente 🗸 🌼				
Roles:	Primary Role	Role	÷	Location	÷	Start +	End ‡
	0	Employee (Parish/Parochia	il) Center-Winor	finona-Rochester Pasto na (Winona) ole and Location	oral	Edit	-
	Showing 1 to 1 c	of 1 entries	- ridd rit	no dila Essation		C	Show Inac
	= End or delet	e role Ending all re	oles does not inacti	vate the account			
Title or Function:			ores does not maco	vale trie account			
External ID:	Ceneral mainten	arroe					
	Please select -						
Contact w/ Minors?: Supervisor or Manager?:		~					
supervisor or manager :.	(140						
	(5						
Profile:			show profile details)				
Continuing Training:	Not required to o				~		
Continuing Training: Account status:	Not required to c				~		
Continuing Training:	Not required to c				~		
Continuing Training: Account status:	Not required to c Active 05/08/2019				~		
Continuing Training: Account status: Service Began:	Not required to o Active 05/08/2019				~		
Continuing Training: Account status: Service Began: Service Ended:	Not required to o	omplete continuing	training		~		
Continuing Training: Account status: Service Began: Service Ended: Last Login:	Not required to c Active 05/08/2019 05	omplete continuing g bulletin reminder Il is a facilitator Il has access to the	training s via email educator tab		~		
Continuing Training: Account status: Service Began: Service Ended: Last Login: Communication Options:	Not required to c Active 05/08/2019 Receive traini This individua This individua The suer's and	mg bulletin reminder. Il is a facilitator il has access to the il is a local administ	training s via email educator tab rator	the options you choose			
Continuing Training: Account status: Service Began: Service Ended: Last Login: Communication Options:	Not required to c Active O5/08/2019 Receive traini This individua This individua The user's ad SELECT Bare	omplete continuing ng bulletin reminder Il is a facilitator Il has access to the Il is a local administ	training s via email educator tab rator	the options you choose			

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The profile page is also where you can set up the 'Primary Role' and 'Location' This is a great place to know where an employee or volunteer has last worked or volunteered. You can change/add a location for the user here as well by clicking on + Add Role and Location



*****ALWAYS, ALWAYS click on the "Save & Review" button at the bottom of the profile or all your changes will be lost.****

NEVER LEAVE A PERSON ACTIVE WITHOUT A LOCATION LISTED! IF YOU ARE REMOVING THEIR ONLY LOCATION PLEASE MAKE THEM INACTIVE.

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