

## **BULLETINS**

Bulletins will begin only after you have completed your live training, background check has been completed with Selection.com through your VIRTUS account, and paperwork filled out with all locations that are listed on your VIRTUS account. If all three of these requirements are met, your VIRTUS account will be activated. Look for your bulletins after the first Sunday of the month. You will have 30 days to complete each bulletin to stay compliant. Due dates will be published in your parish/school/institution newsletter.

Bulletins completed using an **I-Pad or cell phone** don't always record the answer. Double check your account.

**You will receive monthly courtesy email reminders from [system@pub.virtus.org](mailto:system@pub.virtus.org).**

Access the bulletin by following these directions.

- Go to [www.virtusonline.org](http://www.virtusonline.org)
- Enter your User ID and Password (User ID can be obtained from one of your locations Virtus Coordinator). Your password can be obtained by entering your User Id and clicking on “**Need login information**” or by asking your local coordinator to email you a password re-set. Passwords must be a minimum of eight letters or numbers or a combination. They stem will not allow any characters.
- Click on the Training Bulletin box
- Click on the line that says, “Read the Bulletin”. Your complete training bulletin history will open. Click on the title of the bulletin you need to read. Read the article, answer the question that follows, and click the box “Submit My Answer”. Once the correct answer is verified, the system will record completion of the bulletin. To complete additional bulletins, click on the title, read and submit your answer.
- Before leaving the VIRTUS website, always remember to click the word “Logout” located in the upper right-hand corner of your VIRTUS account screen. This will ensure your connection is properly closed and your VIRTUS account is updated.

**To stay compliant, as a volunteer, employee, substitute teacher or teacher you must complete the bulletin by the due date. You will know when you are not current when your Training Bulletin Tab turns red. If you have 12 or more outstanding bulletins your VIRTUS account will be inactivated. You cannot volunteer or be employed during this time. To be reactivated reach out to your primary location. You will have to reprocess your Selection background check for \$50 and update your paperwork.**

If you have questions, please contact Lynn Weisgerber at 859-392-1565 or [lweisgerber@covdio.org](mailto:lweisgerber@covdio.org).

The monthly bulletin is posted on the first Sunday of each month and due 30 days later.

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<b>2026</b>	<b>Bulletins Posted</b>	<b>Bulletin Due</b>
January	January 4	February 3
February	February 1	March 3
March	March 1	March 31
April	April 5	May 5
May	May 3	June 2
June	June 7	July 7
July	July 5	August 4
August	August 2	September 1
September	September 6	October 6
October	October	November 3
November	November 1	December 1
December	December 6	January 5 <sup>th</sup> , 2027

<b>2027</b>	<b>Bulletins Posted</b>	<b>Bulletin Due</b>
January	January 3	February 2
February	February 7	March 9
March	March 7	April 6
April	April 4	May 4
May	May 2	June 1
June	June 6	July 6
July	July 4	August 3
August	August 1	August 31
September	September 5	October 5
October	October 3	November 2
November	November 7	December 7
December	December 5	January 4, 2028

(1-2-2026)