



Previous VIRTUS training? **Sign In** with your VIRTUS username and password: **1234**

Select 'Language - ES' to create an account in Spanish

- **PREVIOUS TRAINING:** Click "Sign In" to log in with your existing VIRTUS username and password: **1234**

- **NEW TO TRAINING:** Progress through ALL three account creation screens before your registration is complete.

- On your main dashboard, you will click **Start** to open up the training.

- Complete each training page—as you work through, they will show as **Done** in each box.

- When finished, click **Dashboard**. Your curriculum will show as *Resume* on your dashboard until your background check is processed and approved.

**NOTE:** Background checks can take up to 7-10 business days to process.

- After you are certified, you can log in to your account to access your completion certificate. Click the gray **Print Certificate** button under the completed training.

**NOTE:** If you have a valid email address on your account, you will receive a system message when approved.

