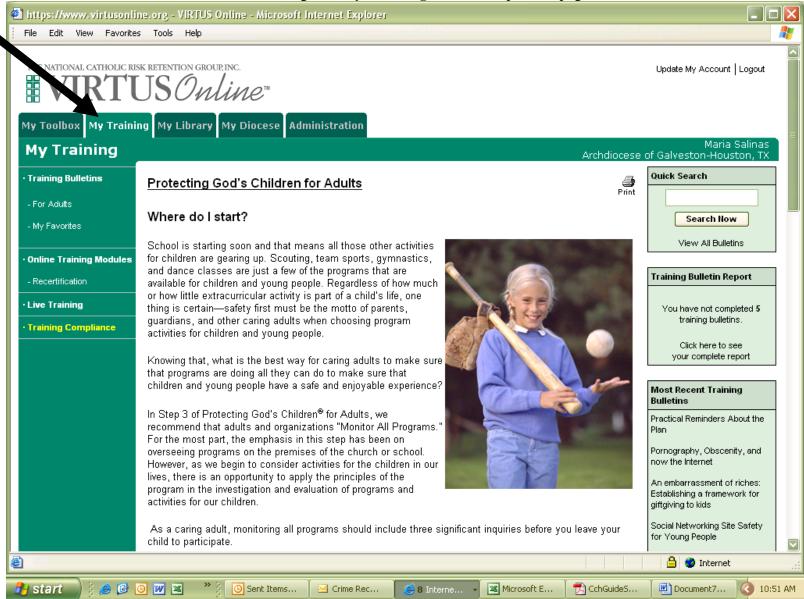
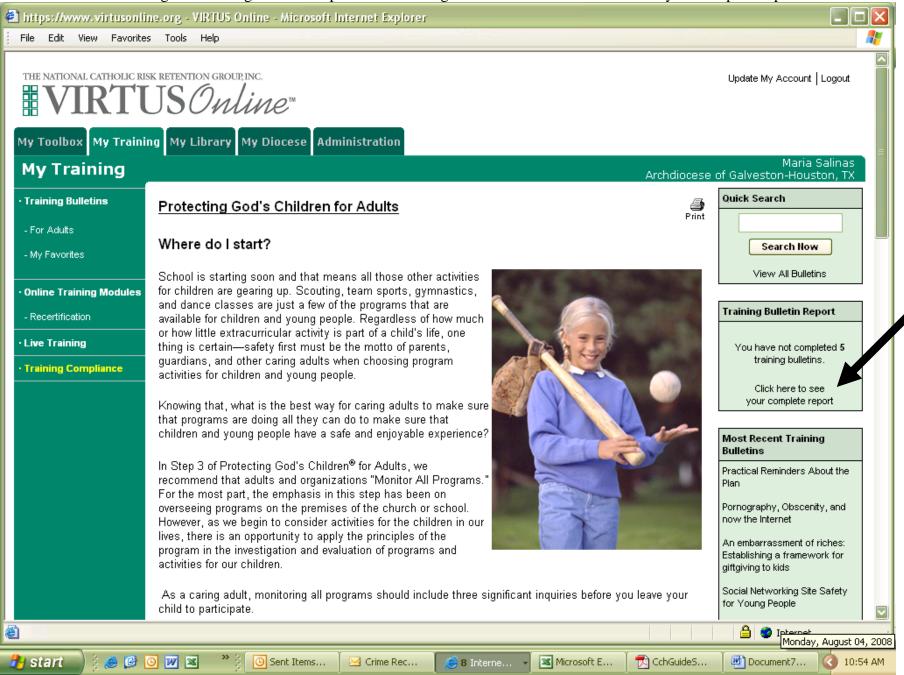
How to Read the Online Bulletins Assigned to YOU!

Go to http://www.virtusonline.org and log in using your User ID and Password. (If you do not know your User ID and Password call Jennifer Rodriguez at 713-652-4493)

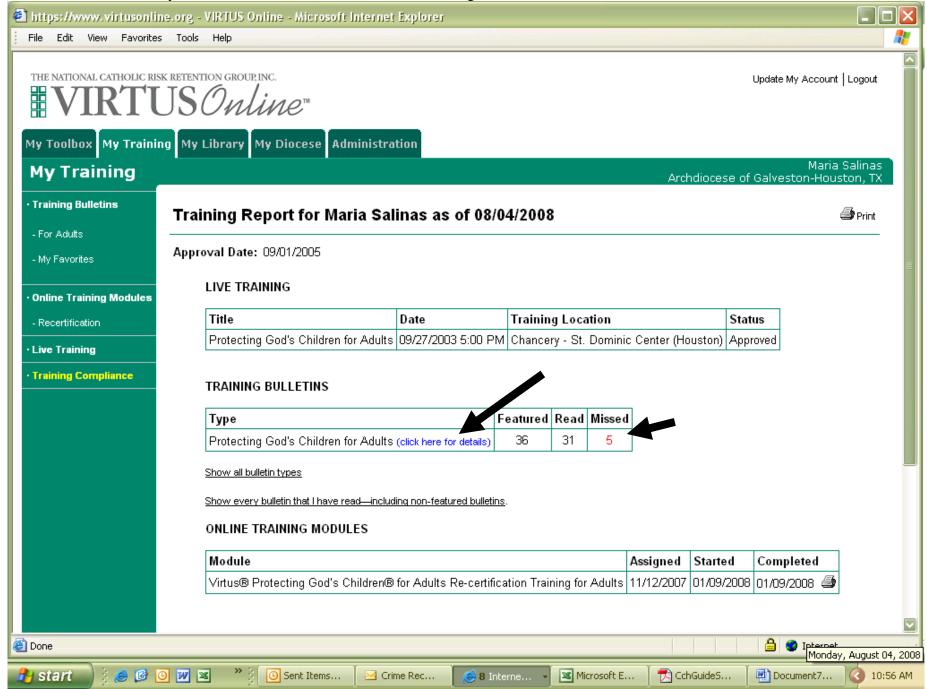
Click on the green **My Training** tab at the top of the page.



Then click go to Training Bulletin Report box on the right and click on "Click here to see your complete report"



Then click under if you have bulletins under Missed in the Training Bulletins white section; click on the blue "click here for details"



For each bulletin marked Not Read in red, click on the title of the bulletin, read it and answer the question at the bottom. Answering the question correctly records that you have read that particular bulleting. Do this for all Not Read bulletins. (Start with the earliest date and work toward forward.)

