**10 Steps for Teacher Training & Implementation of the**

 **Personal Safety Education Program**

1. To begin, open your internet browser, such as Internet Explorer, Chrome, etc.
2. At the home address bar in the web browser, type in this address: [www.virtus.org](http://www.virtus.org)
3. Once you are at the Virtus System homepage, sign-in with your User ID and Password as normal.



1. Once you have successfully logged into the system, go to the tab titled, “Teachers” as seen below and using your cursor click on the tab:



1. Browse through the Teachers tab and its contents. Please follow the “4 Steps to Getting Started” found at the bottom of the webpage.
2. Using the contents menu on the left-hand side of page, go to the link titled, “Lesson Plans”



1. Browse through the supplemental lesson plans which are grade and language appropriate to your students.

 

1. Simply click on the blue link of the appropriate lesson plan and begin instruction.
2. Once you completed the lesson, return to the Home screen and open the grade appropriate **Standards Grid Sheet** found in Step #4 of Getting Started



1. Once your **Standards Grid Sheet** is fully completed, please submit the signed original copy to your principal by ***the first Friday in December.*** Thank you!