

## VIRTUS NEW USER INSTRUCTIONS

If you are creating a VIRTUS account for the first time, please follow the steps below.

- [www.dosafi.com](http://www.dosafi.com) Click-**Safe Environment** Click-**VIRTUS/Protecting God's Children**
- Select **First Time Registrant** and follow the prompts.
- Create a User ID and a Password you can easily remember. If your preferred user ID is already taken please choose another ID. We ask that you use your personal email address not work emails.
- Please provide all information requested. **Do not click the back button or your registration will be lost.**
- Select the PRIMARY location where you work or volunteer by clicking the downward arrow. If you serve at multiple locations, you will be prompted to select those additional locations in future screen(s).
- Select the role for the PRIMARY location where you serve within the Diocese of St. Augustine parish/school/ministry
- Title or Function:
  - **EXAMPLES**
    - ❖ Educator - 5<sup>th</sup> grade
    - ❖ Employee - School Administrator
    - ❖ Employee - Parish Bookkeeper
    - ❖ Contract Personnel - Coach
    - ❖ Volunteer Catechist
    - ❖ Volunteer Parent
    - ❖ Volunteer Knights of Columbus
- Please continue to follow the prompts for additional locations where you are active
- You will be prompted to electronically sign the following three required documents:
  - Policy: Protection of Children and Vulnerable Adults
  - Standards for Lay Employees and Volunteers
  - FDLE VECHS Waiver Agreement & Statement
- If you have not attended a Protecting Gods Children Session, please sign up for a class that is available
- Please follow LiveScan Instructions to schedule a fingerprint appointment

If you have questions regarding the online registration, please contact your parish/school/ministry Safe Environment Coordinator.

PLEASE **LOGOUT** OF YOUR ACCOUNT AT THE TOP RIGHT CORNER OF THE SCREEN.

**THANK YOU**

# VIRTUS Returning User Instructions

If you have a current VIRTUS Protecting Gods Children (PGC) Account please follow the instructions below

## **PLEASE DO NOT CREATE A DUPLICATE ACCOUNT**

- Log on to [www.dosafl.com](http://www.dosafl.com)
- Click **Safe Environment** (top of screen)
- Click **VIRTUS/Protecting God's Children**
- Click – **Returning User** [**Login**] [**Iniciar**]
- **If you do not remember your User ID or Password, please click on blue box "I NEED LOGIN HELP" and follow the prompts**
- Upon recovery of your account update your information by clicking on **My Info** on your home page:
- Please update the following:
  - Legal name as it appears on your driver's license
  - Address
  - **Roles:**
    - ❖ To delete a role and location click on the **red dot**. To add a role and location click on **+ Add Role and Location** and use the drop down box to choose from.
  - **Title or Function:**  
Example:
    - ❖ Employee – Parish
    - ❖ Volunteer – Catechist
    - ❖ Teacher – 5<sup>th</sup> grade
    - ❖ Educator - Substitute
    - ❖ Volunteer – Coach
    - ❖ Volunteer – Parent
- Please scroll down to bottom of page to **Save** all changes
- Click on **Required Documents** and electronically sign all three documents. Please scroll down to the bottom of the page and click on the continue button to access all three documents.
  - **Protection of Children and Vulnerable Adults**
  - **Standards for Lay Employees & Volunteers**
  - **VECHS Waiver Agreement & Statement**
- Click on **Current Training** to complete the continuing education online training module if assigned.
- Follow **Fieldprint Instructions** found on the **Home** page of your **VIRTUS** account titled **Resources** or the DOSA Safe Environment web page <https://dosafl.com/safe-environment/virtus-pgc-training-overview/> under VIRTUS Quick Links

If you have questions, please contact the **Safe Environment Coordinator** at your parish/school/ministry

Always **Logout** of your VIRTUS account (top right of the page)