DIOCESE OF St Augustine

VIRTUS NEW USER INSTRUCTIONS

ALL VOLUNTEERS – NON SCHOOL EMPLOYEES – NON SCHOOL VENDORS

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

- www.dosafl.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 a work email address.
- Please provide all the 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 down 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**
    - Employee - Parish Bookkeeper
    - Volunteer - Catechist
    - Volunteer – Parent
    - Volunteer - Knights of Columbus
    - Volunteer – St. Vincent de Paul
- 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 online registration, please contact your parish/school Safe Environment Coordinator (SEC).

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

THANK YOU

04/07/2025

DIOCESE OF St Augustine

VIRTUS RETURNING USER INSTRUCTIONS

ALL VOLUNTEERS – NON SCHOOL EMPLOYEES – NON SCHOOL VENDORS

PLEASE DO NOT CREATE A DUPLICATE VIRTUS ACCOUNT

- Log on to 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 Bookkeeper
    - Volunteer – Catechist
    - Volunteer – Parent
    - Volunteer – Knights of Columbus
    - Volunteer – St. Vincent de Paul
- 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.

If you have questions regarding your online registration, please contact your parish/school Safe Environment Coordinator (SEC).

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

THANK YOU

04/07/2025