

VIRTUS NEW USER INSTRUCTIONS

If you already have a VIRTUS Account, please contact the Helpdesk at 1-888-847-8870 to recover your login information. Thank you!

If you are creating a VIRTUS account for the first time, please follow the steps below. Online registration is required in order to register for a PGC class and for LiveScan fingerprint Instructions.

- www.dosaf1.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 Position of Service
 - **EXAMPLES:**
 - ❖ Educator-5th 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 associated
- You will be prompted to electronically sign the following:
 - 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 the VIRTUS helpdesk at 1-888-847-8870 or your locations Safe Environment Coordinator.

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

THANK YOU

Live Scan Instructions:

You will be required to enter your contact information and demographic information.

You will be asked to provide other personal information which is required by the FDLE / FBI in order to process your history screening background check.

You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online.

Fieldprint, Inc.:

If you have any questions about the scheduling process, please call 800-799-1067.

- Log on to [www.fieldprint.com](#) website
- Click on 'Schedule an Appointment'
- Enter the 'Fieldprint Code' based on categories written below.
- Enter Personal Information and continue
- Demographics – i.e., citizenship, place of birth, etc.
- Employer – Enter your location address

Category:	Fieldprint Code:
<input type="checkbox"/> Volunteers (ALL)	FPStAugustineVol
<input type="checkbox"/> Employees – School (Teachers, Administration, Support Staff, After School Care, Cafeteria and Maintenance Staff)	FPStAugustineEdu
<input type="checkbox"/> Coaches – School (paid or unpaid)	FPStAugustineEdu
<input type="checkbox"/> Contracted Personnel - School (paid or unpaid) Catapult, Chamos Language Academy, Speech Therapy, SLA Management, Dance, Kiddie Sportz, Sous Chef, Engineering for Kids, Young Rembrandts, Spanish Instructors, Soccer Shots, Karate, etc.	FPStAugustineEdu
<input type="checkbox"/> Employees (Non School) – Parish, Ministry, Agencies, Institutions	FPStAugustineNonEdu
<input type="checkbox"/> Vendors – Plumbers, Electricians, Yard Maintenance etc. if clearance is not certified by the employer prior to being on parish/school property	FPStAugustineVol
<input type="checkbox"/> Priest / Deacons / Seminarian / Consecrated Religious Orders (paid or unpaid)	FPStAugustineEmpClergy

- Click on 'Continue' to complete the registration

VIRTUS INSTRUCTIONS FOR CURRENT USERS

The Diocesan Safe Environment Office is in the process of going paperless. In an effort to accelerate the digital transferring of information to the new platform we ask that you access your VIRTUS account and update all information.

Please follow the steps below.

- Access www.virtusonline.org
- Login for Existing Accounts
- If you do not remember your User ID or Password, please click on “Need login information?” and follow the prompts.
 - If you are unsuccessful recovering your account, please call the VIRTUS helpdesk at 1-888-847-8870
- Upon recovery of your account please update information as required:
 - Legal name as it appears on your driver’s license
 - Address
 - Current Primary Location – School, Parish, Ministry
 - Role (use drop down box)
 - Title or Function

EXAMPLES:

- ❖ Educator-5th grade
- ❖ Educator-Substitute
- ❖ Employee-School Administrator
- ❖ Employee-Parish Bookkeeper
- ❖ Volunteer-Coach
- ❖ Volunteer-Catechist
- ❖ Volunteer-Parent
- ❖ Volunteer-Knights of Columbus

PLEASE SCROLL TO THE BOTTOM OF THE PAGE AND CLICK “**SAVE**” WHEN YOU HAVE COMPLETED YOUR UPDATES.

PLEASE “**LOGOUT**” OF YOUR ACCOUNT AT THE TOP LEFT CORNER OF THE SCREEN

THANK YOU