

## VIRTUS NEW USER INSTRUCTIONS

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

- [www.dosafil.com](http://www.dosafil.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**

## **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.fieldprintflorida.com](http://www.fieldprintflorida.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

<b>Category:</b>	<b>Fieldprint Code:</b>
<input type="checkbox"/> <b>Volunteers (ALL)</b>	FPStAugustineVol
<input type="checkbox"/> <b>Employees – School</b> (Teachers, Administration, Support Staff, After School Care, Cafeteria and Maintenance Staff)	FPStAugustineEdu
<input type="checkbox"/> <b>Coaches – School</b> (paid or unpaid)	FPStAugustineEdu
<input type="checkbox"/> <b>Contracted Personnel - School</b> (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"/> <b>Employees (Non School) –</b> Parish, Ministry, Agencies, Institutions	FPStAugustineNonEdu
<input type="checkbox"/> <b>Vendors –</b> Plumbers, Electricians, Yard Maintenance etc. if clearance is not certified by the employer prior to being on parish/school property	FPStAugustineVol
<input type="checkbox"/> <b>Priest / Deacons / Seminarian / Consecrated Religious Orders</b> (paid or unpaid)	FPStAugustineEmpClergy

- Click on 'Continue' to complete the registration