

- 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
 - A. Click on 'Schedule an Appointment'
 - B. Follow Instructions for 'New User Sign Up' - Click 'Sign Up'
 - C. Select 'I know my fieldprint code'
 - D. Click 'Continue'
 - E. In the Fieldprint Code box enter '**FPStAugustineVol**'
 - F. Click 'Continue'
- ***PLEASE BE SURE TO USE THE SAME NAME AND FORMAT WHEN SCHEDULING YOUR FINGERPRINTS AS WAS ENTERED ON THE VIRTUS PROFILE***
- You will need to prepay for fingerprinting, but the parish will reimburse you for this expense. Please remember to print out your receipt and return it with your paperwork to the office, Attn: Bookkeeper.

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**