

Instructions for Criminal Background Check/Volunteering

Thank you so much for considering helping our parish by being a volunteer. It is only through the continued generosity of our parishioners' time and talent that so many of our programs can continue to provide for our parish community.

Please follow the instructions below, and do not hesitate to contact me with any questions. If you have trouble registering online, feel free contact me.

Blessings,

Jack Klees
Bookkeeper and Safe Environment Coordinator
jklees@sjdrparish.org

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.

- Access VIRTUS at www.dosafl.com Safe Environment or www.virtusonline.org Use the dropdown box [St. Augustine, Diocese]
- 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. Use your personal email address.
- Please provide all information requested. **Use your proper, LEGAL name. 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). [San Juan del Rio Parish]
- 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