



VIRTUS INSTRUCTIONS FOR NEW USERS

If you already have a VIRTUS Account, please contact the Helpdesk at 1-888-847-8870 to recover your login information. Thank you! Do NOT create a new account.

If you are creating a VIRTUS account for the first time, please follow the steps below. Registering for a PGC class and LiveScan fingerprint Instructions requires online registration.

- Access VIRTUS at www.virtusonline.org (Use the dropdown box- *The organization is "St. Augustine, FL (Diocese)"*)
- Select *First Time Registrant* and follow the prompts.
- Create a User ID and a Password. If your preferred user ID is already taken please choose another ID. We ask that you use your email address, not work email accounts.
- 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 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 sign the following electronically:
 - ☐ 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 God's Children Session, please sign up for an available class.
- Please follow LiveScan Instructions to schedule a fingerprint appointment. The logout of your account so it will refresh automatically.

Please email aboffardi@annunciationcatholic.org once you've completed the final step in your SAFE clearance so we can let you know once we have received word that you are cleared to volunteer, coach, or begin working.