



SAFE ENVIRONMENT/VIRTUS INSTRUCTIONS FOR NEW USERS

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

SAFE ENVIRONMENT FOR NEW USERS:

- 1, Create a VIRTUS account following the steps below.
2. Register online for a *Protecting God's Children* class once your VIRTUS account is created.
3. Please call the ACS office for more information about scheduling a background check/ fingerprint appointment.

- Access VIRTUS at www.virtusonline.org
(Using the drop down 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. It is suggested to use your personal (not work) email address.
- 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 later.)
- Select the role for the PRIMARY location where you serve within the Diocese of St. Augustine parish/school/ministry.
- Enter the 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 documents electronically:
 - Policy: Protection of Children and Vulnerable Adults
 - Standards for Lay Employees and Volunteers
 - FDLE VECHS Waiver Agreement & Statement

To complete your SAFE Environment clearance:

- Please register for a *Protecting God's Children* session. Class schedules may be found on your VIRTUS homepage by clicking "Register for Training" under the *Current Training* widget.
- Please call the ACS Office at (904) 282-0504 for more information on scheduling a background check/fingerprint appointment.

Questions? Email aboffardi@annunciationcatholic.org for more information or to verify your SAFE Environment clearance status.