



## VIRTUS NEW USER INSTRUCTIONS ELC EMPLOYEES

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

- [www.dosafl.com](http://www.dosafl.com)
- Click-**Safe Environment**
- Click-**VIRTUS/Protecting God's Children**
- Select **First Time Registrant** and follow the prompts.
- Create a **User ID**
- Your **Password** must be at least 8 characters.
- Please provide all information as requested. Use your legal name as it appears on your driver's license or passport. **Do not click the back button or your registration will be lost.**
- Select the **Primary** location where you will be employed by clicking the down 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.
- **Title or Function:**
  - **EXAMPLES**
    - ❖ Paraprofessional
    - ❖ VPK Teacher
    - ❖ ELC Teacher
    - ❖ Infant Teacher
- Please continue to follow the prompts for additional locations where you are active if applicable.
- You will be prompted to electronically sign and date the following three required documents:
  - Policy: Protection of Children and Vulnerable Adults
  - Standards for Lay Employees and Volunteers
- Register for a *Protecting Gods Children for Adults* (PGCA) session.
- **Background Screening registration required through the *DCF Clearinghouse* (AHCA)**

**Always Logout** of your account at the (top right corner of the page).