VIRTUS RETURNING USER INSTRUCTIONS

SCHOOL EMPLOYEES

If you have a current VIRTUS Protecting Gods Children for Adults (PGCA) certificate, and you are due for your 5-year fingerprint Livescan renewal please follow the instructions below.

PLEASE DO NOT CREATE A DUPLICATE ACCOUNT

Access your current VIRTUS account:

- www.dosafl.com
- Click **Safe Environment**
- Click **VIRTUS/Protecting God's Children Training Overview**
- Click – **Returning User**
- Login to your VIRTUS account
- If you do not remember your User ID or Email address, please contact the Safe Environment Coordinator at your school for assistance. To reset your Password please click the **blue box** on the opening VIRTUS page **I NEED LOGIN HELP**
- Click on **Home** page tab
- Click **My Info** to verify your personal information
    - Full legal name
    - Current Address
    - Role and Location
    - Title or Function
    - Click ***Save Changes*** at bottom of page. Go back to **Home** page
- Click **Required Documents** and electronically sign
    - Policy: Protection of Children and Vulnerable Adults
    - Standards for Lay Employees & Volunteers
- Click **Current Training** and complete the safe environment online recertification module if assigned.

➢ **Background Livescan screening required through the (AHCA) Care Provider Background Screening Clearinghouse**

If you have questions regarding the online registration, please contact your school Safe Environment Coordinator (SEC)

Please *Logout* of your VIRTUS account (top right of the page)

THANK YOU

04/07/2025