



## VIRTUS NEW USER INSTRUCTIONS SCHOOL EMPLOYEES

- [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 a **Role** (Educator, Employee, Contract Personnel, Coach)
- **Title or Function:**
  - **EXAMPLES**
    - ❖ Teacher - 5<sup>th</sup> grade
    - ❖ Office Staff
    - ❖ Coach – Basketball
    - ❖ Maintenance Staff
- 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 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**