VIRTUS RETURNING USER INSTRUCTIONS

ALL VOLUNTEERS – NON SCHOOL EMPLOYEES – NON SCHOOL VENDORS

PLEASE DO NOT CREATE A DUPLICATE VIRTUS ACCOUNT

- Log on to www.dosafl.com
- Click **Safe Environment** (top of screen)
- Click **VIRTUS/Protecting God's Children**
- Click – **Returning User** [Login] [Iniciar]
- **If you do not remember your User ID or Password, please click on blue box "I NEED LOGIN HELP" and follow the prompts**
- Upon recovery of your account update your information by clicking on **My Info** on your home page:
- Please update the following:
  - Legal name as it appears on your driver's license
  - Address
  - **Roles:**
    - To delete a role and location click on the red dot. To add a role and location click on + Add Role and Location and use the drop-down box to choose from.
  - **Title or Function:**
    Example:
    - Employee – Parish Bookkeeper
    - Volunteer – Catechist
    - Volunteer – Parent
    - Volunteer – Knights of Columbus
    - Volunteer – St. Vincent de Paul
- Please scroll down to bottom of page to Save all changes
- Click on **Required Documents** and electronically sign all three documents. Please scroll down to the bottom of the page and click on the "Continue" button to access all three documents.
  - **Protection of Children and Vulnerable Adults**
  - **Standards for Lay Employees & Volunteers**
  - **VECHS Waiver Agreement & Statement**
- Click on **Current Training** to complete the continuing education online training module if assigned.

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

PLEASE LOGOUT OF YOUR ACCOUNT AT THE TOP RIGHT CORNER OF THE SCREEN

THANK YOU

04/07/2025