

Instructions for Criminal Background Check/Volunteering

Thank you so much for considering helping our parish by being a volunteer. It is only through the continued generosity of our parishioners' time and talent that so many of our programs can continue to provide for our parish community.

Please follow the instructions below, and do not hesitate to contact me with any questions. If you have trouble registering online, I have open office hours Tuesday from 10am-12pm, or feel free contact me to make an appointment.

Blessings,

Liz McGillin
Youth Minister and Safe Environment Coordinator
lmcgillin@sjdrparish.org

If you already have a VIRTUS Account, please contact the Helpdesk at 1-888-847-8870 to recover your login information. Thank you!

If you are creating a VIRTUS account for the first time, please follow the steps below. Online registration is required in order to register for a PGC class and for LiveScan fingerprint Instructions.

- Access VIRTUS at www.dosafl.com Safe Environment or www.virtusonline.org (Use the dropdown box [St. Augustine, Diocese])
- Select First Time Registrant and follow the prompts.
- Create a User ID and a Password you can easily remember. If your preferred user ID is already taken please choose another ID. We ask that you use your personal email address not work emails.
- Please provide all information requested. **Use your proper, LEGAL name. 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 in future screen(s). [[San Juan del Rio Parish](#)]
- Select the role for the PRIMARY location where you serve within the Diocese of St. Augustine parish/school/ministry
- 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 electronically sign the following:
 - ❖ Policy: Protection of Children and Vulnerable Adults
 - ❖ Standards for Lay Employees and Volunteers
 - ❖ FDLE VECHS Waiver Agreement & Statement
 - If you have not attended a Protecting Gods Children Session, please sign up for a class that is available
 - Please follow LiveScan Instructions to schedule a fingerprint appointment
 - A. Click on 'Schedule an Appointment'
 - B. Follow Instructions for 'New User Sign Up' - Click 'Sign Up'
 - C. Select 'I know my fieldprint code'
 - D. Click 'Continue'
 - E. In the Fieldprint Code box enter '**FPStAugustineVol**'
 - F. Click 'Continue'
- ***PLEASE BE SURE TO USE THE SAME NAME AND FORMAT WHEN SCHEDULING YOUR FINGERPRINTS AS WAS ENTERED ON THE VIRTUS PROFILE***
- You will need to prepay for fingerprinting, but the parish will reimburse you for this expense. Please remember to print out your receipt and return it with your paperwork to the office, Attn: Liz McGillin

If you have questions regarding the online registration, please contact the VIRTUS helpdesk at 1-888-847-8870 or your locations Safe Environment Coordinator.

PLEASE **LOGOUT** OF YOUR ACCOUNT AT THE TOP RIGHT CORNER OF THE SCREEN. **THANK YOU**