

Instructions for Fingerprinting and Virtus

Fingerprints:

1. Log onto the www.fieldprintflorida.com website to schedule your appointment.
2. Click "Schedule An Appointment".
3. Create a secure username/password and enter the Fieldprint scheduling system.
4. In the Reason why you need to be fingerprinted screen; the applicant will select the web link: **I know my Fieldprint Code**.

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Please note the access code IS case sensitive.

5. You will be directed to schedule an appointment. The most convenient location is The Mailbox Store near the Best Buy Plaza off Sample near SR7. There is no cost.

Virtus Training:

1. Log on to www.virtusonline.org
2. Click on "First time registrant"
3. Watch the tutorial if you want a full explanation of the process.
4. When looking for a session nearby look under "Miami, FL (Archdiocese)"
5. Schedule to attend training (in person only) & make sure to reference MHOc for parish.
6. Once you have completed the training you will be receiving bulletins via email. You must read these and answer a simple question (one question only) to stay in compliance with the Archdiocesan policy.

What to do if you are "suspended"

If you went to a Virtus session but stopped reading your bulletins or never read them at all, you may be suspended from qualifying to serve in a ministry or volunteer. You can call Jan Rayburn at the Archdiocese at 305-762-1250 and ask to be reactivated. This may mean "catching up" on missed bulletins.

How to find missed bulletins:

Go to www.virtusonline.org. Sign in with the username and password that you originally set up. Click on "training compliance" and then "training report". You will be able to view missed bulletins.