

VIRTUS INSTRUCTIONS FOR NEW USERS

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.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. **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).
- 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

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