



# Diocese of St. Augustine

## Instructions for Returning School Employee User

**If you have a current VIRTUS Protecting Gods Children (PGC) certificate, and you are due for your 5-year fingerprint renewal please follow the instructions below.**

Access your current VIRTUS account – [www.virtusonline.org](http://www.virtusonline.org)

- Login to your VIRTUS account
- If you do not remember your User ID, Password, or Email address please contact the Safe Environment Coordinator of your school or call:  
**VIRTUS Helpdesk at 1-888-847-8870**
- **Update** your VIRTUS account
  - Full legal name
  - Current Address
  - Primary Role and Location
  - Title or Function
  - Click **Save** at bottom of page
- Electronically sign all (3) **Required Documents**
  - Policy: Protection of Children and Vulnerable Adults
  - Standards for Lay Employees & Volunteers
  - VECHS Waiver Agreement & Statement

**Always *Logout* of your VIRTUS account (top right of the page)**

**PLEASE DO NOT CREATE A DUPLICATE ACCOUNT**

You can find helpful "**Instructions for Returning Users**" under the Resource tab on the Safe Environment page.