



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.dosafi.com
- Click **Safe Environment**
- Click **VIRTUS/Protecting God's Children Training Overview**
- Click – **Returning User**
- Login to your VIRTUS account
- You will be on your Home page

If you do not remember your User ID or Email address, please contact the Safe Environment Coordinator at your school for assistance. To reset your Password please click the blue box on the opening VIRTUS page **I NEED LOGIN HELP**

- Click **My Info** to update your personal information
 - Full legal name
 - Current Address
 - Role and Location
 - Title or Function
 - Click **Save Changes** at bottom of page
- Click **Required Documents** and electronically sign all (3) **Required Documents**
 - Policy: Protection of Children and Vulnerable Adults
 - Standards for Lay Employees & Volunteers
 - VECHS Waiver Agreement & Statement
- Click **Current Training** if prompted and complete the safe environment online module **A Plan to Protect God's Children 4.0**

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

PLEASE DO NOT CREATE A DUPLICANT ACCOUNT