

# VIRTUS Returning User Instructions

If you have a current VIRTUS Protecting Gods Children (PGC) certificate please follow the instructions below

## **PLEASE DO NOT CREATE A DUPLICATE ACCOUNT**

- Log on to [www.dosafl.com](http://www.dosafl.com)
- Click **Safe Environment** (top of screen)
- Click **VIRTUS/Protecting God's Children Training Overview**
- Click – **Returning User** [[Login](#)] [[Iniciar](#)]
- **If you do not remember your User Id or Password, please click on “Need login information?” and follow the prompts**
  - If you are unsuccessful recovering your account, please call the **VIRTUS help desk at 1-888-847-8870**
- Upon recovery of your account update your information by clicking on **Update my Account** at the top right corner of the page:
- Please update the following:
  - Legal name as it appears on your driver's license
  - Address
  - Birthdate and last 4 digits of your SS#
  - **Roles:**
    - ❖ To [+ Add Role and Location](#) place curser on the blue and use the drop down box to choose from.
  - **Title or Function:**
    - Example:
      - ❖ Employee – Parish
      - ❖ Volunteer – Catechist
      - ❖ Educator – 5<sup>th</sup> grade
      - ❖ Educator - Substitute
      - ❖ Volunteer – Coach
      - ❖ Volunteer – Parent
- Please scroll down to bottom of page to **Save** all changes
- Electronically Sign (3) **Required Documents**
  - **Protection of Children and Vulnerable Adults**
  - **Standards for Lay Employees & Volunteers**
  - **VECHS Waiver Agreement & Statement**
- Follow **LiveScan Instructions** for fingerprint information found on Safe Environment web page under **VIRTUS Quick Links**

You will find more helpful "Instructions for Returning Users" on the **Safe Environment** page, Menu (upper right side) Click **VIRTUS**, scroll down to **Quick Links**

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