

VIRTUS Returning User Instructions

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

PLEASE DO NOT CREATE A DUPLICATE ACCOUNT

- Log on to www.dosaf1.com
- Click **Safe Environment** (top of screen)
- Click **VIRTUS/Protecting God's Children**
- Click – **Returning User** [**Login**] [**Iniciar**]
- **If you do not remember your User ID or Password, please click on blue box "I NEED LOGIN HELP" and follow the prompts**
- Upon recovery of your account update your information by clicking on **My Info** on your home page:
- Please update the following:
 - Legal name as it appears on your driver's license
 - Address
 - **Roles:**
 - ❖ To delete a role and location click on the **red dot**. To add a role and location click on **+ Add Role and Location** and use the drop down box to choose from.
 - **Title or Function:**
Example:
 - ❖ Employee – Parish
 - ❖ Volunteer – Catechist
 - ❖ Teacher – 5th grade
 - ❖ Educator - Substitute
 - ❖ Volunteer – Coach
 - ❖ Volunteer – Parent
- Please scroll down to bottom of page to **Save** all changes
- Click on **Required Documents** and electronically sign all three documents. Please scroll down to the bottom of the page and click on the continue button to access all three documents.
 - **Protection of Children and Vulnerable Adults**
 - **Standards for Lay Employees & Volunteers**
 - **VECHS Waiver Agreement & Statement**
- Click on **Current Training** to complete the continuing education online training module if assigned.
- Follow **LiveScan Instructions** for fingerprint information found on Safe Environment web page under **VIRTUS Quick Links**

If you have questions, please contact the Safe Environment Coordinator at your parish/school/ministry

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