

Protecting God's Children Registration Instructions:

- www.dosafl.com
- Scroll down to Protecting God's Children (PGC)
- Under 'Workshop Schedule' you will see 'Click here to view schedule of classes available' – Click to view.
- Select your organization... click (drop down arrow to view the list) and select (St. Augustine Diocese)
- Next you will see: **This is a list of upcoming sessions in your area.**
- **(If you see a session you would like to attend Click Start Registration.**
- If you have never logged on to Virtus, you will be prompted to create a user ID and Password.
- Follow the prompts to answer a series of questions. *Be sure to answer all the questions with the red asterisk.*
- Select the session you wish to attend or attended. You are now registered.

Schools – Criminal Background Check and Live Scan Instructions:

This is a two (2) step process. Until both segments have been completed, the criminal background check results will not be released to the submitting school.

- 1) Original Diocesan Criminal Background Check form sent to the Catholic Center
- 2) Successfully clear a Level 2 electronic fingerprint Live Scan

Everyone will be required to enter contact information and demographic information.

Everyone will be asked to provide other personal information which is required by the FDLE /FBI in order to process the criminal background check. You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online.

Fieldprint, Inc.:

If you have any questions about the scheduling process, please call 800-799-1067.

- Log on to www.fieldprintflorida.com website Click on 'Schedule an Appointment'
- Follow instructions for 'New User Sign Up' – Click on 'Sign Up'
- Select 'I Know My Fieldprint Code', click on continue
- In the Fieldprint Code box enter the appropriate code from the list below: (*Codes are case sensitive.*)

Fieldprint Code

<input type="checkbox"/>	Employees – Educators and School Staff	FPStAugustineEdu
<input type="checkbox"/>	Teacher Certification Candidates	FPStAugustineDOECert2
<input type="checkbox"/>	Contracted Personnel - Schools	FPStAugustineEdu
<input type="checkbox"/>	Volunteers	FPStAugustineVol
<input type="checkbox"/>	Vendors	FPStAugustineVol

MorphoTrust USA:

If you have any questions about the scheduling process, please call 800-528-1358.

- Log on to www.identogo.com website
- At the bottom right hand corner of the page "Click here to schedule an online appointment"
- Click on the state of Florida, Click on 'Online Scheduling'
- On the Welcome page, enter your first name and last name Click on 'Go'
- 'Agency Name' click on 'VECHS – Volunteer and Employee Criminal History System', click 'Go'
- Choose 'Employee' or 'Volunteer' from the drop down list
- Enter the appropriate ORI number below in the box, click on 'Go'

ORI Number

<input type="checkbox"/>	Employees – Educator and School Staff	16040156
<input type="checkbox"/>	Contracted Personnel - Schools	16040156
<input type="checkbox"/>	Volunteer	16040011
<input type="checkbox"/>	Vendors	16040011

Enter your zip code or Select 'Northeast' from the drop down list, click 'Go', click to 'schedule'