

# VIRTUS TEEN USER INSTRUCTIONS

## Healthy Relationship Teen 2.0

Before completing the **Healthy Relationships for Teens** training online, please first register by following the directions below.

- Access VIRTUS at [www.dosafl.com](http://www.dosafl.com)
  - MENU-Safe Environment page
  - MENU-VIRTUS/Protecting God's Children tab
  - CLICK -First Time Teen Registrant [**Register**]
- Select **TEEN** link
- Create a User ID and a Password you can easily remember. You will need to provide an email address.
- Please provide all information requested, click "Continue" **Do not click the back button or your registration will be lost.**
- **Primary location:** Select using the down arrow where you are a student, or the parish where you participate in Youth Ministry
- **Role:** Select only **Teen User**
- **Do not select any other additional roles**
- Scroll to bottom of the page and type in one of the following
  - **Title or Position of Service:** "student" or "youth ministry"
- Click "Continue"
- **Are you associated with any other locations:** No
- **Youth Code of Conduct:** Please read the code. Check the acknowledgement box, electronically sign your full name and today's date
- Click "Continue"
- Click "**Healthy Relationships for Teens 2.0 Online Module**" to begin

If you do not finish the training course immediately you can continue at a later time. Please access your account using the User Id and Password you created.

**DO NOT CREATE A DUPLICATE ACCOUNT**

**ALWAYS LOGOUT OF YOUR VIRTUS ACCOUNT**  
(Top right of page)