



Fingerprint Instructions

1. Visit www.fieldprintflorida.com to schedule your appointment.
2. Click on the left-hand side *Schedule Appointment*
3. Create your account by clicking *Sign Up*
4. Read through and click *Agree* on the Agreement/Consent form
5. Complete Account Information and Security Questions
6. When prompted in the *Reason Why* you need to be fingerprinted screen, select: *I know my Fieldprint Code.*
7. Input the following access code (for volunteers only – all others call the school for different access code): FPAOMSchoolVol
8. For any issues or questions contact customer service team at (800) 799-1067 or CustomerService@fieldprint.com or masper@stspeter-paul.org.

VIRTUS Training

1. Visit www.virtus.org
2. Depending on whether you are a First Time Registrant or Returning User click accordingly.
3. Click on *First Time Registrant* if you are a First Timer.
4. Click on *Begin the Registration Process*
5. Select your organization: *Miami, FL (Archdiocese)*
6. Create username/password and follow prompts on the screen following.
7. Keep in mind VIRTUS Training is ongoing and bulletins must be reviewed and completely throughout the year to comply.

For inquiries regarding your Fingerprints or VIRTUS accounts at the school level, please email jwalled@stspeter-paul.org.