



Regis St. Mary

CATHOLIC SCHOOL

Thank you for volunteering or coaching at Regis St. Mary Catholic School. All who work with our students need to complete annual child protection refresher courses. This year, the Archdiocese is requiring completion of two courses.

Instructions for completing the 2018-2019 refresher courses are:

Step 1: Go to:

<http://armatus2.praesidiuminc.com/armatusUser/login>

Step 2: Log in:

- (a) Username of: first initial, last name (e.g. jdoe)
- (b) Password of: month/day of your birthday, followed by the letters or, as in oregon (e.g. birthday of March 7 = password of: 0307or)
- (c) Click "Submit"

****If your username and/or password are not working to log you in, please contact mfoltz@regisstmary.org.**

Step 3: You should see our Archbishop...scroll down and look on the left hand side. Click on the training that says "Preventing Sexual Harassment" and enter the training module.

Step 4: When you're done, it will let you know. The system will record your training completion.

Step 5: Click on the training that says "Duty to Report" and enter the training module.

Step 6: Proceed through the module and take the quiz at the end. When you're done, it will let you know. The system will record your training completion.