



Dear Friends in Christ,

Below is the information you'll need to take online misconduct prevention training.

Permission before You Begin

Please be certain that your rector/parish administrator (or proxy) has approved you taking the course online – we recommend in-person training if it's your first time being trained, but how you receive training (online or in-person) is ultimately at the discretion of the rector, vicar or priest-in-charge.

Which Units to Take (Don't Do More than You Have to!)

For a list of which units you'll need to complete to be certified for your specific ministry, please see the [Guide on Who Needs Training](#). Each ministry has specific requirements. Be sure to read this carefully or you may do more than is required for your specific ministry.

Enrolling

Please see the guide on the next page for directions on how to self-enroll and take the online classes. Read the instructions carefully, as some actions – like refreshing the page or clicking “back” on your browser – can result in having to start a unit over from the beginning.

Printing a Certificate (and Who Needs a Copy)

When you're finished, you can print the certificate using the “Print Certificate” button on the online training homepage. (It's likely that some courses will say "incomplete" because they are not required for your specific ministry.) You should give a copy of the certificate to the church and keep one for yourself. Only clergy need to submit certificates to the diocesan offices.

Login Info

Please be sure to record your username and password. If you lose your password, click “forgot password” on the login screen and follow the instructions; the diocesan offices can't assist you with this request.

Reporting Misconduct

The Episcopal Church's and the Diocese of Virginia's policies on reporting suspected incidents of misconduct differ somewhat from how they're outlined in some of the online units. Please read [this webpage](#) to familiarize yourself with reporting in the Diocese of Virginia.

Thank you in advance for the time you're committing to protecting the Diocese of Virginia's children and churches. Please be in touch with [Vicky Bickel](#) if you have questions.

Faithfully,

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Armatus Quick Start Guide



Welcome to Armatus! Below you will find instructions for enrolling and logging in to training as well as helpful hints to ensure you retain the information presented in the courses. **If you have any issues**, please contact Praesidium technical support at support@praesidiuminc.com or 817-801-7773. The diocesan offices are not able to provide technical support.

To Enroll:

1. Go to website.PraesidiumInc.com/EnrollNow
2. Enter the registration code: **800diocese**
3. Fill out the form and click the link to enroll.
4. Print the page or write down your user login and password for future reference.
5. To begin taking training immediately, click the link or follow the instructions to the right to login later.

To Begin Training:

1. Go to www.safeguardingonline.org and click the link at the bottom.
2. Enter your user login and password. Then click Login.
3. Click on the course image or title to begin.



1. Right Place, Right Time

Set the right conditions for learning. Create an environment with no interruptions, no phone calls, and no distractions. Set aside 30-45 minutes for each course so you do not have to hurry.



2. Take Your Time

Have patience and take your time. Read carefully to make sure you fully understand the content. Rather than rushing through the training, plan to complete only one or two courses each time you login so you can really absorb what you've learned. If you need to pause and continue training later, the course will start again from the section where you left off.



3. Follow the Arrows

When it's time to move to the next page, an arrow will appear at the bottom right corner. When prompted, click the arrow to move forward.



4. Think About It

Finally, pause and think about what you are learning. Throughout the course, think about how you can apply what you are learning to your own position. We know that with proper concentration you can understand and apply what you learn. When you pass the quiz at the end of the course, you will earn credit.