



**2018-2019  
Mandatory Training for  
Clergy, Employees and  
Volunteers —  
Preventing Sexual Harassment**

As we have learned in the media over the past 2 years, sexual harassment can happen in any work place and involve people of any age. It is not limited to adults but can involve children and youth. It can happen in employment situations and when a person is a volunteer.



This year the safety training will inform all clergy, employees and volunteers about:

- How to recognize different types of harassment
- How to determine if a situation is or is not sexual harassment
- How to prevent sexual harassment
- How to respond to sexual harassment



**School employees and volunteers please see additional information about the 2018-2019 child abuse prevention requirements from the Department of Catholic Schools publication**

**DIRECTIONS**

- Log on to a high speed internet connection (the training program is not set up to be used on cell phones and some tablets) and go to [www.archdpx.org](http://www.archdpx.org)
- Click on the *Offices* tab and select *Child Protection/Victim Assistance* from the drop down menu
- Click on the *Armatus Online Training* link
- Enter your login username and password. **HOW DO I FIND MY LOGIN AND PASSWORD?** Your user name is the first initial of your first name and your full last name. Your password is the four numerical digits of your birthday, followed by your state abbreviation.
- Click on the Login button
- Scroll down to the course entitled *Preventing Sexual Harassment*
- Choose the language you want to use to complete the training. English or Spanish.

**Training  
available  
beginning  
July 1,  
2018 and  
must be  
completed  
by April 12,  
2019**

*If you have questions about completing this course, please contact your Parish Staff Rep.*