



## Welcome to the Armatus Online Standards of Conduct for 2018-2019

### WHO NEEDS TO TAKE THIS COURSE?

- CLERGY— priests and deacons
- EMPLOYEES—
- VOLUNTEERS— who work with minors/money

Training is to be completed by  
Oct. 31, 2018

### HOW DO YOU GET STARTED?

1. Logon to a high-speed Internet connection and go to:  
**<http://armatus2.praesidiuminc.com/armatusUser/login>**
2. Enter your user name and password.
3. Click Login.
4. Choose the course titled **Standards of Conduct (Know your Policies)**
5. Once you have read the policies, exit this policy pdf file. You will automatically return to the “Know Your Policies Acknowledgment” screen.
6. Click the “I Acknowledge” button. Exit screen

### HOW DO I FIND MY LOGIN AND PASSWORD?

Your user name is the first initial of your first name and your full last name. For example: Robert Smith’s user name would be *rsmith*, or Sasha Hayes-Jones user name would be *shayes-jones*.

Your password is the four numerical digits of your birthday, followed by your state abbreviation. For example, if Jane Arnold lives in Oregon and her birthday is March 26, her password would be *0326or*.

**KNOW YOUR POLICIES!**

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**Standards of Conduct - Archdiocese of Portland**

ENGLISH ESPAÑOL tiếng Việt

You must know your organization policies relevant to the prevention of abuse. To complete the module, you must indicate on-line that you have read, understood, and agree to comply with the policies.

Please contact your Staff Representative with any questions about completing this course.