

# Episcopal Diocese of Northwest Texas Safeguarding Online™ Modules

Safeguarding God's Children							Safeguarding God's People				At Renewal
Position Held	<i>Meet Sam</i>	<i>It Happened to Me</i>	<i>Keeping Your Church Safe (parishes) OR Keeping Your School Safe (schools)</i>	<i>Our Policies</i>	<i>Keeping Your Camp Safe</i>	<i>A Day at Day Camp</i>	<i>Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for</i>	<i>Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for</i>	<i>Safeguarding God's People: Preventing Sexual Harassment for Workers</i>	<i>Safeguarding God's People: Preventing Sexual Harassment for Managers &amp; Supervisors</i>	<i>Abuse Prevention Refresher</i>
Clergy	Required	Required	Required	Required			Required	Required		Required	Required at renewal
Diocesan, Parish, and School Employees	Required	Required	Required	Required				Required	Required	Required for Managers and Supervisors only	Required at renewal
Summer Camp Staff	Required	Required		Required	Required	Required					Required at renewal
Volunteers who regularly work with or around children and/or youth **	Required	Required	Required	Required				Recommended			Required at renewal
Volunteers who occasionally work with or around children and/or youth **	Required	Optional	Optional	Required				Recommended			Required at renewal
Vestry/Executive Committee/School Board Members	Required	Required	Required	Required			Recommended	Recommended			Required at renewal

\*\* In contrast to a regular volunteer, an occasional volunteer is defined as a person who works with or around children two to three times a year or for one program or activity during a year that lasts less than a month (e.g., assisting with preparation for the Christmas pageant or teaching one "unit" of Church School for a month or less). Volunteers under the age of 15 are not required to take Safeguarding Online™ but should always work with an older, trained employee or volunteer.

Position	Other Courses***				
For all persons who wish to take them	<i>Abuse Risk Management for Volunteers</i>	<i>Duty to Report</i>	<i>Preventing Bullying</i>	<i>Social Media Safety</i>	<i>Recognizing Abuse and Exploitation in Elder Serving Programs</i>

\*\*\*These courses are all optional at this time, but we urge people to avail themselves of this knowledge

# 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 questions along the way, contact your Program Administrator. You may also contact Praesidium technical support at [support@praesidiuminc.com](mailto:support@praesidiuminc.com) or 817-801-7773.

## To Enroll:

1. Go to [website.PraesidiumInc.com/enroll](http://website.PraesidiumInc.com/enroll)
2. Enter the registration code: **dionwtx**
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 [website.PraesidiumInc.com/login](http://website.PraesidiumInc.com/login)
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.