

2018-2019 Called to Protect Training Modules

<u>ALL</u> Employees, Coaches, Subs and Volunteers are required by the Archdiocese of Portland to complete the following training modules as soon as possible.

1. "Standards of Conduct – Archdiocese of Portland"
2. "Preventing Sexual Harassment: Employee Edition"
3. "Duty to Report: Mandated Reporter"

Directions to Complete the Modules:

- 1. Go to http://armatus2.praesidiuminc.com/armatusUser/login
- 2. Enter your username (first initial+last name) and password (four numeric digits of your birthday month and day followed by your state abbreviation).
- 3. "Preventing Sexual Harassment" and "Duty to Report" should be at the top of the module list.
- 4. If you have already completed the Standards of Conduct (*Status: Completed*), you do not need to reacknowledge this policy document.

Your file will automatically be updated upon completion of these courses.

If you have any difficulties logging in or completing the modules, please contact Carly Hamilton at <u>hrassist@centralcatholichigh.org</u>.