

What is required of a volunteer in a Catholic School in the Archdiocese of Portland?

1. **Fill out Volunteer Information Sheet** (This form is used for a background check. [Link for form is on the SJA website] When filled out, give to the school office, Miss Leslie)
2. **Complete the *Standards of Conduct* course** in Armatus (see below)
3. **Attend the *Called to Protect* training** (required for those volunteers working with minors 4 or more times a year). For locations, dates/times, contact Miss Leslie or go to www.archdpx.org, click on the Offices tab, select Child Protection/Victim Assistance, click on Called to Protect Program Schedule.
4. **For 2017-18, complete the online training, *Safe Haven*** (see below)

How do you get started for Standards of Conduct course?

1. Go to to Armatus Online Training - <http://armatus2.praesidiuminc.com/armatusUser/login>
2. Enter your user name and password.
3. Click on the login button.
4. Choose the course entitled *Standards of Conduct*.

How do I find my login & password for Armatus?

Your **user name** is the first initial of your first name and your full last name.

For example: Robert Smith's user name would *rsmith* or Sasha Hayes-Jones user name would be *shayes-jones*.

Your **password** is the month of your birth (2 digits), day of birth (2 digits) followed by or (abbreviation for oregon, not caps)

For example if your birthday is August 12 the password would be: 0812or

SAFE HAVEN Online Training Directions

1. Go to <http://cmgparent.org/>
2. Click "Start Learning"
3. Register by creating a personal account, select Archdiocese of Portland, then select the parish (school employees/volunteers select corresponding parish) keep track of your account info—you will be able to log back in
4. View the *Safe Haven* video (approx. 18 minutes) available in English & Spanish
5. Complete the quiz (approx. 2 minutes)
6. Print out and submit the certificate to your parish or school.

All questions should be directed
to the SJA school office, 503-742-8232