

Office for Safe Environments  
Diocese of Norwich

**HOW TO ACCESS ARMATUS TRAINING ONLINE**

**For Child Advocates with Administrative Access:**

In order to generate a user login and password for someone, please follow these steps:  
You will need the new user's date of birth, just the month and day.

- Go online and go to the Praesidium website: [www.praesidiuminc.com](http://www.praesidiuminc.com)
- When you are on their website click on "Armatus training 'new' ". It's on the left side of screen in the 1<sup>st</sup> gray box.
- Click on "Click here to begin Armatus online training"
- Enter you user login and password
- Scroll down to bottom of the page and click on "Administrative Module"
- Enter your user login and password, again.
- Click on "Add User"
- Only fill-in the brown boxes. For the first box, administrative access, answer "no".
- For the box ,User ID, it is the month and day of the new user's birth date
- After completing brown boxes, scroll to bottom of page and click on "Create New User"
- It will ask for an e-mail address. Do not enter one; just click on "Create New User", again.
- You can now give your new teacher their user login and password.

**For New Users who want to begin Armatus course:**

Please follow these steps:

- Go online and go to the Praesidium website: [www.praesidiuminc.com](http://www.praesidiuminc.com)
  - When you are on their website click on "Armatus training 'new' ". It's on the left side of screen in the 1<sup>st</sup> gray box.
  - Click on "Click here to begin Armatus online training"
  - Enter you user login and password
  - Scroll down and click on first module
  - Follow prompts to complete course
  - You will only receive credit if you complete module and take quiz at the end of each module.
1. **Meet Sam**
  2. **It Happened to Me**
  3. **Keeping Your School Safe**
  4. **Preventing Sexual Activity Between Young Children – generic**
  5. **Abuse Risk Management for Volunteers – Generic**
  6. **Policies - Norwich Dioceses**
  7. **Keeping Your Church Safe**
  8. **Abuse Prevention Refresher**

**Modules you must complete:**

**Employees or Volunteers in a Parish/Institution: # 1, 2,4,6,7**

**Employees/Volunteers in a School: #1, 2,3,4,6**