

*Training to
be
completed
by
December
1, 2016*

Child Protection Armatus Online Training for 2016-2017



ARCHDIOCESE OF PORTLAND
IN OREGON

Social Media Safety

Protecting the Youths in Your Care

In this course, you will learn how to:

- ◆ Identify risks of using social media and other forms of electronic communication
- ◆ Follow policies and best practices governing the use of social media and electronic communication
- ◆ Educate youths and parents about online safety
- ◆ Respond appropriately to improper and illegal use of social media/electronic communication



WHO NEEDS TO TAKE THIS COURSE?

- Clergy—priests & deacons
- Employees—who work with minors
- Employees—who don't work with minors & have not taken a course in 3 years
- Volunteers—who work 4 or more times per year with minors

HOW TO GET STARTED

- Logon to a high speed internet connection and go to www.archdpx.org
- Click on the *Offices* tab and select *Child Protection/Victim Assistance* from the drop down menu
- Click on the *Armatus Online Training* link
- Enter your login username and password
- Click on the Login button
- Choose the course entitled *Social Media Safety*

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 two digit birth month, followed by the two digit birth day, followed by the abbreviation of the state in which you live. For example, if Jane Arnold lives in Oregon and her birthday is March 26, her password would be *0326or*.

Helpful Information to keep in mind when doing online courses.

1. *Training to be completed by December 1, 2016.*
2. *This course is not designed so that you can complete it using a cell phone. You should be able to use major brand tablets, however.*
3. *If you have questions about completing this course, please contact your parish or school Armatus Administrator.*