



Faith, Learning, and Service Since 1929

Dear St. Mary Volunteer,

Every year, volunteers at St. Mary have to take an on-line training course to update their training and remain an eligible volunteer. I appreciate your cooperation in taking these extra steps. The training takes about 20-30 minutes to complete. Try to find a time when you will not be interrupted. You cannot save your spot and come back to it.

Thank you,

Rick Schindler, Principal
St. Mary Catholic School

Step 1: Go to http://www.praesidiuminc.com/armatus/armatus_login.php?sm=x&mc=0&mx=t (there is a link on the school website "Resources" page – it's the orange lock)

Step 2: Log in

- (a) Username of: first initial, last name (e.g. rlulay)
- (b) Password of: month/day of your birthday, followed by the letters or, as in oregon
(e.g. birthday of March 7 = password of: 0307or)
- (c) Click "Submit"

Step 3: You should see our Archbishop...scroll down to the next training you need to complete on the left hand side and click there to enter the training module (e.g. "Duty to Report", etc.)

Step 4: As you go through the training, to advance screens, click on the orange arrows in the upper right of the text boxes

Step 5: When you're done, it will let you know. The system will record your training completion.

Please print your name below and turn this form back in to the school so we know you completed the training.

_____ I completed " _____ "

Print Name Here