

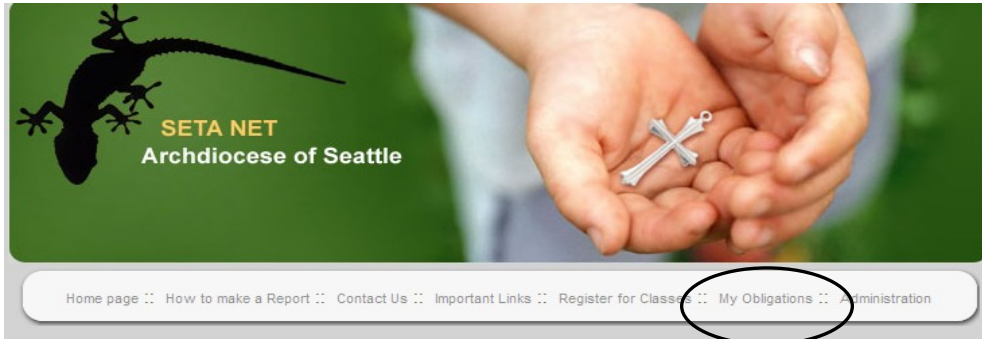


Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

Instructions for Online Training



Log into SETA Net (Safe Environment Training Database):

- On any computer with internet access, go to www.seattle.setanet.org
- Click "My Obligations"
- Enter your First Name, Last Name and Street Address (do not include city, state, zip)
- Click "Submit"

When you locate your profile, please review your personal information to verify it is correct:

- If your address and email were unavailable when your profile was created, other information may have been provided. Please update your profile with your correct information.
- **Please make sure that all locations at which you work or volunteer are identified.**
 1. Example – If you volunteer at your parish AND at your child's school, please make sure both locations are identified.
 2. If you work/volunteer at a new parish or school, please make sure to add the new location to your profile.
- Click button that says "Update Information and Continue"

Choose a class to take:

- At the top of the next screen, you will see a section titled, "Classes You Are Currently Required to Take"
- It will list the classes that are available for you to choose from.
 - ➔ **You only need to complete ONE online class to satisfy your training requirement for the 2009-2010 year.**
- To choose a class to take; click the class title. (Class descriptions are available on the right.)
- Write down the logon and password that is assigned to you.

Take Online Course:

- Click link below logon/password that says, "Click Here to Open Praesidium Logon Window"
- This will open a new page and send you to the Armatus webpage.
- Log-in using the logon/password given to you in SETA Net.
- Complete Course.

If you need assistance logging-into the system, it most likely has something to do with the address stored in the database. Please see your local parish/school coordinator for assistance.