Archdiocese of Seattle
℥ SAFE ENVIRONMENT PROGRAM
Protecting the Young and Vulnerable

Attention ALL St. Olaf Volunteers. Please make sure you are up-to-date on your SEP Training. Either call Cecilia at the parish office or go online to make sure you have taken your online training for this year. Below you will find instructions as to how to log into your SETA NET to check your obligations, what to do if you have not taken the first class in person, and how to take it online. Please make sure you are up to date, if not please do so ASAP. Ministry leaders: Please notify all your group members and have them up to date no later than the end of June. If you have any further question, have difficulty logging in / taking your online training please call Cecilia at 360-779-4291 ext 103.

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".

Review your personal information and update your profile as necessary:
- ****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.
- Verify accuracy of address and email address and update information as needed.
- Click button that says "Update Information and Continue".

Class Assignments:
- *You only need to complete ONE class each year to satisfy your training requirements.*
- This course will be listed in the section titled, "Classes You Are Currently Required to Take."
- Click the class title of the course you are required to take.

Take Online Course:
- If you are scheduled to take an *Armatus* class:
  - You will be given a log-on and password; please write it down.
  - Click link below log-on/password that says, "Click Here to Open Praesidium Log-on 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 and complete Course.
- If you are scheduled to take any other (non-*Armatus*) refresher course, you will be taken immediately to the beginning of the course.
- Your SETA Net profile will be updated within 48 hours of completing any online 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.