



[Si vous souhaitez voir ce courriel en français, veuillez cliquez ici.](#)

[Haga clic aquí para leer el email en español.](#)

Dear Brother Knight:

Under Faith in Action, members serving in key leadership positions are required to complete three training modules designed to teach members about abuse prevention best practices, either online or via workbook self-study guides. As a member in one of these key leadership positions, you are required to complete all three training modules: (1) *Meet Sam*, (2) *Duty to Report*, and (3) *Know Your Policies*.

By completing this safe environment training, you can do your part to make sure that all of our safe environment policies and procedures are followed at activities sponsored by the Knights of Columbus. Each module can be completed at your own pace, however; the training must be completed within 30 days from receipt of this notification. Both the online and workbook self-study guide are available in French and Spanish.

To complete your training requirement, access Praesidium's *Armatus* training platform online, by following these instructions:

1. Click <http://praesidiuminc.com/login>, or go to <http://www.KofC.org/safe>, and click the **Praesidium's Armatus®** hyperlink located in the **GREEN** (not blue) button in the middle of the page on the left.
2. Enter your login and password, and click submit. **Your login is personalized just for you. Do not share your login information with anyone else.**
  - Your login is: **4932513munoz**
  - Your password is: **kofcsafe**
3. Please note: the first time you log in you will be required to change your password, and answer security questions for password retrieval in the event that you forget it. If you have previously accessed the system please use the "*forgot password indicator*" to retrieve your password.
4. To begin a course, click the icon or the title of the course.

Members serving in certain leadership roles have access to the Armatus Administrative dashboard to monitor member compliance in their jurisdiction and/or council. If you have such access, you will see the dashboard and an Administrative dashboard tutorial on how to best use the dashboard.

If you experience any technical difficulties while accessing online training courses, please contact Praesidium Support at 1-800-743-6354, Monday-Friday, 8-5 p.m. CST. You may also email [support@praesidiuminc.com](mailto:support@praesidiuminc.com) at any time.

If you would prefer to take the training via a hard copy self-study guide, or if you have any questions or concerns about this requirement or believe you received this request in error, please contact The

Knights of Columbus Safe Environment Program Member Helpline at (203) 800-4940 via email at [youthleader@kofc.org](mailto:youthleader@kofc.org). You may also call customer service toll free at (800) 380-9995 and ask for the Safe Environment Program Member Helpline.

- **As a reminder, to be eligible for Star Council, Double Star and Triple Star awards in the United States and Canada, councils must be fully compliant with applicable safe environment requirements.**
- **This means that grand knights, along with program directors, must complete the Praesidium safe environment training.**
- **Additionally, council family directors and community directors must complete both the training and a background check.**
- **If the council sponsors a Columbian Squires circle, all circle counselors must complete the training and background checks.**

Fraternally,

A handwritten signature in black ink that reads "Quianna Richardson". The signature is written in a cursive, flowing style.

Quianna Richardson  
Administrator, Office of Youth Protection  
Knights of Columbus Supreme Office  
1 Columbus Plaza New Haven, CT 06510  
(203) 800-4937 telephone  
(203) 752-4108 fax