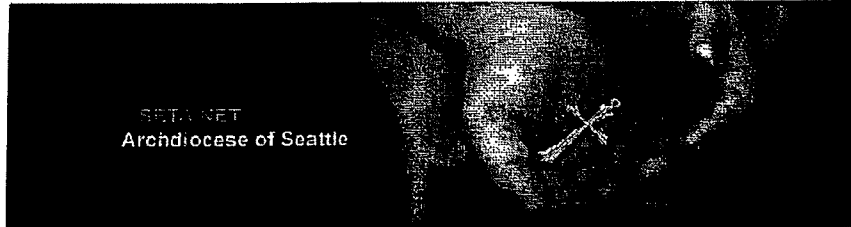


Archdiocese of Seattle  
**SAFE ENVIRONMENT PROGRAM**  
Protecting the Young and Vulnerable

## Log-on Instructions for SEP Refresher Courses



Home page :: How to make a Report :: Contact Us :: Important Links :: Register for Classes  
**My Obligations** :: Children/Youth Attendance Records :: Administration

### 1. Log into SETA Net (Safe Environment Training Database):

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

### 2. 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".

### 3. Class Assignments:

- **You only need to complete ONE class each Safe Environment Program-year (August-May) 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.

### 4. 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.**