

A few things worth noting about Safe environment and how to use the information available to you.

In previous years the report I use was (and still is) very non user friendly and required a lot of work to make it usable for most of us. This year the councils are getting a shortened version that only lists their council. It shows the position, the member's information, training as well as training due dates and finally, if they are compliant.

This information is available in officers online which is now available to GK, DGK, FS, Adv., MD, and Treasure. If they do not have access they can call Supreme customer service and get that rectified 800-380-9995. The DDs also have a similar report that shows only their councils rather than the whole state.

Supreme and Praesidium / Armatus get their information from the 185 and 365. It is mandatory that you have a personal email address in the council roster in member management. The FS and GK have access to this and may need to update it for some of you. A DD and some Former DDs filling a required position in the council may be surprised to see their personal email address was changed to a DD@MIKofC email at some point and not changed back. This will explain why some former DDs don't get all the email they should from Supreme, and some current DDs things that have nothing to do with them.

The new requests and updates as well as due dates are updated weekly to Armatus and they send out emails on Mondays letting you know that you need to do training. For some it will be initial and for others refresher training. You may also get a form for a background check. You will have forty-five days to complete this training. If you are expecting a notification please be sure to check your junk mail or spam mail. Training notifications for the New Year don't start going out until mid to late July. If you did not receive an email you can try the following after you are listed as pending.

Click on Safe Environment Program at the top or bottom of the Supreme home page. Scroll down to the green and blue boxes. Green is for required and blue is for all others. Click on the Green Square and follow the prompts.

The direct link is : <https://armatus2.praesidiuminc.com/armatusUser/login>

For initial training: once your status shows as pending, your user name is always your membership number and last name no spaces no caps (1234567smith) unless you are a sr or jr and then you use a space (1234567smith jr). Your initial password is always kofcsafe all lower case. Remember there are three classes that need to be completed.

For refresher / third round training: once your status shows as pending, your user name is always your membership number and last name no spaces no caps (1234567smith) unless you are a sr or jr and then you use a space (1234567smith jr). If you, or your computer can't remember the password click on forgot password. Remember there is one new class and one class on polices that is repeted.

If like me you have both kinds of accounts (required and all others) you may need to contact Praesidium for assistance on forgotten passwords. Praesidiums Technical Support No. 877-777-0070.

Background check: The personalized link that Praesidium sends out is definitely the easiest way for members to provide their consent as it's right online and simple to fill out. This is a separate email from the training email. If you did not receive one and you are a Family or Community Director contact me with your name, position, council and membership number so I can have one resent to you. There is also a hardcopy version for those who don't want to fill in an online form with their Social security number on it. It can be found on the Safe Environment page below the green and blue boxes. If you do this please keep in mind that regular mail can take weeks. You can also scan and email the hard copy to the Office of Youth Protection OYP@kofc.org and they will enter it into Praesidiums data base.

Two important dates: All positions must be filled by May first, this will make them pending for 45 days. All positions must be compliant by June first. They stop updating the list in early June.

Pending and Non-compliant: Pending is not the same as noncompliant. Pending means you need to complete training by the due date. If your status changes from compliant to pending in late May or June it should not affect your status for Star council. If your status changes to non-compliant you will be dropped the following week and your council will need

to submit a new 365 to start the clock over again. If a GK becomes non-compliant he will not need a new 185 but will remain listed as non-compliant until he takes his training.

Non-required positions: I've also had questions about training for non-required positions. Anyone can take the initial training. Go to the Supreme website. Click on Safe Environment Program at the top or bottom of the home page. Scroll down to the green and blue boxes. Green is for required and blue is for all others. Click on the blue square and follow the prompts. I recommend you use membership number and last name as your user name. If you take the initial training voluntarily, use your member number, and last name, as your user name and are appointed into a role that requires the initial training within three years, the Office of Youth Protection can connect that training completion to you. More members trained means it's easier to have the two required people at an event. Non required members are not required to do refresher training but they can log back in and take the initial training again if they would like to.

With all Safe Environment Training please remember to print the completion certificate at the end of the training and insure you have completed all three classes for initial training and two classes for the refresher. If you are the Community or Family Director it should also show your Background check completion. If you fill out the Background check first there is a good chance it will show up as completed before you finish your training.

A little help for DDs: Open Officers online, Click on reports, click on "Safe Environment Member Status". Click on allow editing. Column "O" has the date they will become pending. Click on column "O", unmerge and do a sort by date. This will let you know what councils are coming due before they are pending. You can also do the same with column "T" for background check without having to unmerge. Print a copy and keep it with you for council meetings.

If you need additional information or clarification you can reach me at R.CARL@MIKOF.C.ORG please include a phone number in case the answer is a little long or I don't understand the question. Your name and Council number are also very helpful when I'm researching your question. You can also text if that's more comfortable for you.

Take Care

R. Terry Carl

Michigan State Youth Protection Director

R.Carl@MIKOF.C.ORG

Cell: 810-990-9687