



Instructions for Completing 5-year Renewal Background Check

All clergy, employees, and volunteers with contact with minors must be **renew** their safe environment certification every 5 years. You are being asked to renew your safe environment certification by completing the required curriculum, which includes a criminal background check, review of the Code of Ethical Standards, and a review of the mandatory reporting responsibilities. **You are not required to attend another in person safe environment education session if you have already attended a session in our archdiocese.** If you are unsure if this is the correct curriculum for you to complete please contact your parish or school on-site safe environment coordinator for instruction.

Logging Into Your Account

Please go to milwaukee.cmgconnect.org to log into your CMG Connect Account to complete your background check information as required.

Archdiocese Of Milwaukee

Welcome to CMG Connect

The Archdiocese of Milwaukee

Training Includes:

- Safeguarding All of God's Family - Safe Environment Education
- Defensive Driving
- School Safety
- HR/Business Safety
- Along with other Risk Management Training Resources

This new system will help walk you through training requirements for your organization.

If you have done training in the past and set up a safe environment account, you will use that same username and password. Please click the 'Sign In' here tab in the top right corner of this screen.

If you are new to training, please set up an account. You will be asked to complete all required boxes.

Existing Accounts

Do you have an account? If so, you don't need to sign up for a new one. Click the "Sign In" button in the upper right hand corner of this window. Otherwise, register for a new account below.

Sign In

Register for a New Account

Account Personal Affiliation

Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes (i.e., Rev., Fr., Sr., Jr., Dom).

First name: Middle name: Last name:

Username:

Password:

Account Login

Username

Password

Remember Me

Sign In

Forgot Username? Forgot Password?

Please note: If you have not created an account in the system, you may actually already have an account in the system that was imported by your diocesan safe environment office.

Please **click** on either **Sign In** button.

username _____
password _____.

If you have never logged into your CMG Connect account, please contact your parish/site Safe Environment Coordinator and they will be able to provide you with your username and a temporary reset of your password. You will be prompted to change your password upon logging into your account with the temporary password. Once you have changed your password, you will need to re-log into your account again using the new password that you have set.

YOUR CRIMINAL BACKGROUND CHECK REPORT WILL BE SUBMITTED TO YOUR PARISH OR SCHOOL SAFE ENVIRONMENT COORDINATOR FOR CERTIFICATION. YOUR STATUS WILL BE VISIBLE ON YOUR DASHBOARD.

Please contact your parish or school safe environment coordinator or the Safe Environment Office at 414-769-3447 for assistance.

Completing the Criminal Background Check Request Curriculum

Once you have successfully logged into your account you will see your main screen with your training information.

Suzanne Nickolai
Immaculate Conception - St Mary - Burlington

Live Training Registration
No Upcoming Training

Background Check Status
Expires on 03/16/2023 consent

Certification Status
Yes - Expires: 03/16/2023

Required Trainings

Expires every 5 Years

1. INITIAL LIVE TRAINING ONLY - Safe Environment Curriculum/Code of Conduct - Milwaukee
Select ONLY for 1st time participants that have not had training before. You are still required to complete a background.

Expires every 5 Years

2. FIVE YEAR Background Check & Code of Ethics Renewal - Safe Environment - Milwaukee
Select ONLY if you have been to a live training class previously

Optional Trainings

You will need to scroll down to **Required Trainings** to find the curriculum listed as **2. FIVE YEAR Background Check & Code of Ethics Renewal-Safe Environment-Milwaukee**.

ARCHDIOCESE of MILWAUKEE

Expires Every 5 Years

2. FIVE YEAR Background Check & Code of Ethics Renewal - Safe Environment - Milwaukee

Select ONLY if you have been to a live training class previously

Start

Step 1- Click Start to complete your certification renewal curriculum.

Step 2- You will need to go all the way through the SIX curriculum screens.

Overview
Training information and results

Code of Conduct
Read and Acknowledge Page
In Progress

Mandatory Reporting Policy
Read and Acknowledge Page
Pending

Acknowledgment Questions
Question/Answer Page
Pending

Confirmation
Question/Answer Page
Pending

Authorization
Read and Acknowledge Page
Pending

Background Check
Background Check Page
Pending

Step 3-Read through and agree to the Code of Conduct and Mandatory Reporting by clicking .

I Understand and Agree to the Above Terms

Step 4-Answer questions and review your answers.

Please contact your parish or school safe environment coordinator or the Safe Environment Office at 414-769-3447 for assistance.

Step 5-Please click the **I Understand and Agree to the Above Terms.**

Overview
Training information and results

Code of Conduct
Read and Acknowledge Page
Done

Mandatory Reporting Policy
Read and Acknowledge Page
Done

Acknowledgment Questions
Question/Answer Page
Done

Confirmation
Question/Answer Page
Done

Authorization
Read and Acknowledge Page
Done

Background Check
Background Check Page
In Progress



ONLY PROCEED if you have been instructed to complete another background check.

You **MUST** have previously gone to a Live Training Class **AND** previously had a Background Check to continue.

To ensure the wrong parish/school does not get charged, please make sure you have selected the correct primary parish/school BEFORE submitting your background check.
If unsure, click 'Edit Profile' to the left. Make your changes and SAVE.

You could be charged \$20 for this background check if you do not need one!
Call your coordinator or the Archdiocese if you are unsure.

Click the **Dashboard** tab on the left to return to the main menu.

I Understand and Agree to the Above Terms

You are being asked to complete this background check. You will not be charged for this background check.

Step 6 – Review the consent and enter your background check information. You are completing this criminal background check on behalf of Your Parish/School site where you are volunteering/being employed. Please change your site in this field.

If you do not have a middle name please remember to check this box.

Confirmation
Question/Answer Page
Done

Authorization
Read and Acknowledge Page
Done

Background Check
Background Check Page
In Progress

Please make sure you check this box!

*Please enter your name as listed on your government issued identification

☐ I do not have a middle name

First name* Middle name* Last name*

Maiden name

Address 1* Address 2

City* State* Zip*

Phone*

Date of Birth*

Social Security Number*

☐ Confirm Social Security Number

I am completing this BG check on behalf of this location*

☐ I agree to terms and conditions Read terms and conditions

If you are a resident of the CA, ME, MA, NH, RI, VT or WA, click here to view state specific information.

Submit Background Check Request

Step 7-Click **Submit Background Check Request.**

Please Note: Your criminal background check will be submitted and your parish/site will receive it for review. Please note the SSN entered into the system is encrypted upon submission. Your SSN is not saved in the system and is not visible in your account to anyone with access to CMG Connect.

YOUR CRIMINAL BACKGROUND CHECK REPORT WILL BE SUBMITTED TO YOUR PARISH OR SCHOOL SAFE ENVIRONMENT COORDINATOR FOR CERTIFICATION. YOUR STATUS WILL BE VISIBLE ON YOUR DASHBOARD.

Background Check Status	Certification Status
Expires on 03/16/2023 consent	Yes - Expires 03/16/2023

Please contact your parish or school safe environment coordinator or the Safe Environment Office at 414-769-3447 for assistance.