

# CMGConnect

## ARCHDIOCESE OF MILWAUKEE



### ***Safe Environment INITIAL Training***

1. Go to <https://Milwaukee.CMGconnect.org/>
2. Create a new account by completing all the boxes under **“Register for a New Account.”** This includes address, primary parish, and how you participate at your site.
3. Under the **Affiliation tab** in the **‘I participate as a/an:’** section, select your category. *If you have questions, please contact your parish/school coordinator or the Archdiocese.*
4. Your main learning dashboard will show you all of the required and optional training curriculums that have been customized for your role within the Diocese.
5. Click **Start** to begin your training under **1. INITIAL LIVE TRAINING ONLY - Safe Environment Curriculum/Code of Conduct - Milwaukee** option.
6. On the Live Events page, RSVP for a live training session to progress through the rest of the training. After you have gone to the live training and your attendance is marked by the Archdiocese, your background check will be submitted.

**PLEASE NOTE:** *Your curriculum will remain marked with “Resume” until both your Live Event attendance is confirmed AND your background check results are complete. Processing for background checks can take up to 7-10 business days.*



For technical assistance, contact us via the  Support button found in the bottom right corner of the web page.

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Click here to switch language settings to Spanish before registering for a new account

• You will progress through ALL three account creation screens before your registration is complete. Click **'Register'** to complete

• On your main dashboard, click **Start** to begin the **Initial Live Training Only - Safe Environment Curriculum/Code of Conduct - Milwaukee** module.

• Register for your Live Event by locating the desired session and pressing **"Click to RSVP."** The session will be marked as *Planning to Attend* once selected. *If you need to choose a different session, click "Remove RSVP" and select an alternative option.*

• Proceed to acknowledge Diocese policies and procedures, and fill out your information to submit a background check request.

• Your training will be marked as **'Complete'** after attendance is confirmed and your background check is reviewed by your site coordinator.

• When your training is marked 'Complete' you will be able to print your completion certificate by clicking **'Print Certificate'**.

#### Register for a New Account

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