CMGConnect

ST VINCENT DE PAUL SOCIETY OF MILWAUKEE

PART A:
Criminal Background Check Submission

DOES NOT CONTAIN TRAINING

*Please take **PART B** training requirements AFTER your background check is submitted.*

PART B:
Safeguarding Training

*Select AFTER submitting your Background Check via **PART A**.*

End-User Instructions

1. Go to https://svdpmilw.cmgconnect.org/

2. Please create a new account by completing all of the boxes under the ***Register for a New Account*** area. This will include your address, primary parish or school, and how you participate at your parish or school. Once your account is successfully created, you will automatically be brought to your training dashboard page.
   If you are currently Archdiocese of Milwaukee Certified: *Please contact your local coordinator for alternate instructions and to provide proof of existing compliance. You will NOT need to complete the Part A or Part B modules..*

   Waukesha District Employees: Please skip step #3. Your screening will be completed <u>outside</u> of the CMG Connect platform. Contact your local Council or District coordinator for more information/next steps to fulfill your screening requirement.

3. Click **Start ⊕** under the ***Part A: Background Check Submission*** option. On the last page of the module, submit your background check details. Please enter your name as it is listed on your government issued identification.
   PLEASE NOTE: *Your curriculum will remain marked with "Resume" until your background check results are complete. Processing for background checks can take up to 7-10 business days.*

4. After your background check results are submitted, you will also need to complete training requirements for compliance. Click **Start ⊕** under the assigned ***Part B*** module that applies to how you participate with the St Vincent de Paul Society of Milwaukee (Non-Store Employee, Store Employee, Volunteer, or Member).

5. (OPTIONAL) You will be able to access your completion certificate after you are certified by returning to the training dashboard and clicking ***Print Certificate***.

CM CATHOLIC MUTUAL GROUP

For technical assistance, contact us via the **⑦ Support** button found in the bottom right corner of the web page.

Last Updated: 11/02/2023
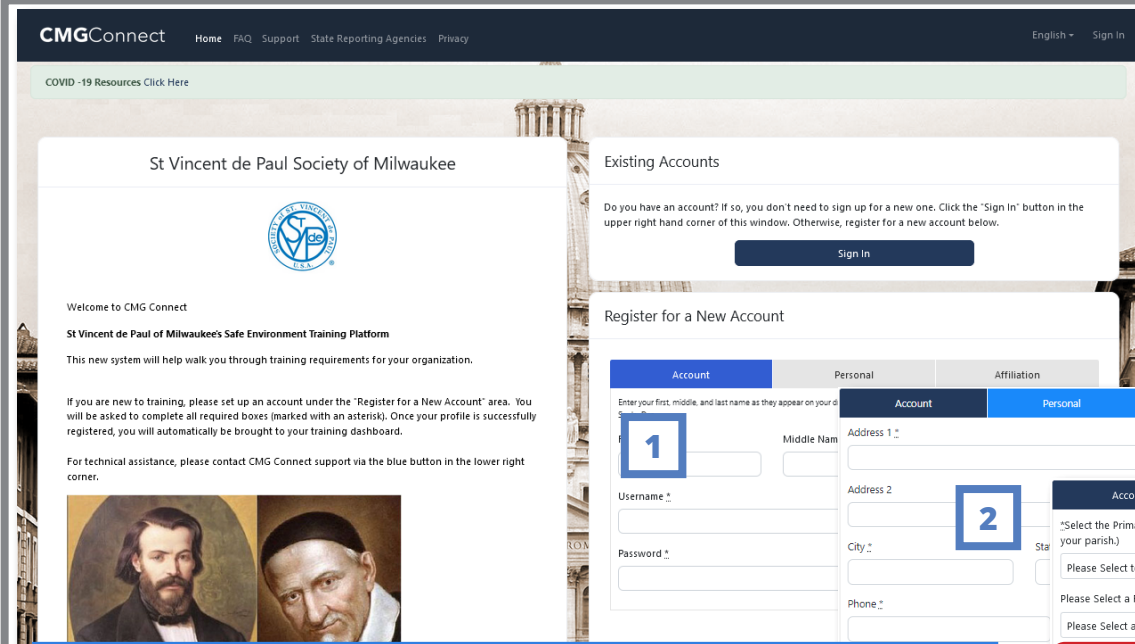
NEW ACCOUNTS: Progress through all three account creation screens in the *Register for a New Account* area. Click Register to complete your profile set-up.
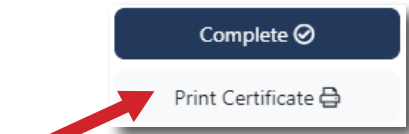*If you have questions about which category to select, please contact your local safe environment coordinator.*
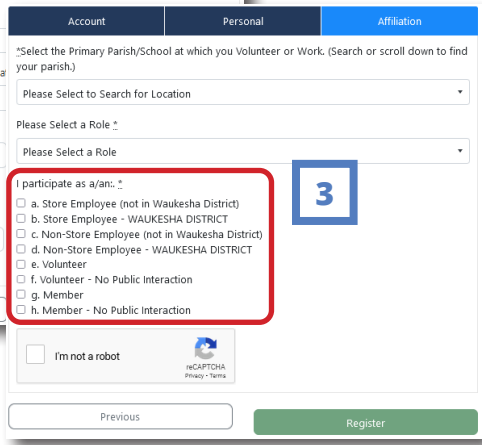
PART A: Complete your background check screening requirement:

- Locate **Part A: Background Check Submission** on your main dashboard and click Start ⊕ to begin.

- Enter your background check details on the Background Check Submission page. Make sure ALL information is accurate <u>before</u> clicking **Submit Background Check Request**.
NOTE: *Please enter your name as listed on your government issued ID. The module will remain marked with "Resume" until results are complete. Processing can take up to 7-10 business days.*
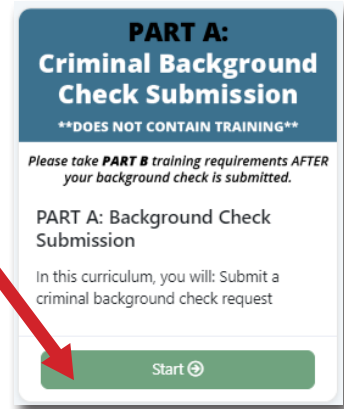
PART B: Once your background check is submitted, you can complete your training requirement.

- Locate the assigned **Part B** Safeguarding Training on your main dashboard and click Start ⊕ to begin.

- Progress through the training sections—as you finish each page, it will be marked with ✅ to show that the segment is saved. The module will be marked as **Complete** once all pages are saved.

- After your profile is certified by an administrator, you will be able to print your completion certificate by clicking **Print Certificate** under the finished module on your training dashboard page.

PART A:
Criminal Background Check Submission
DOES NOT CONTAIN TRAINING

*Please take **PART B** training requirements AFTER your background check is submitted.*

PART A: Background Check Submission

In this curriculum, you will: Submit a criminal background check request

Start ⊕

Complete ⊘
Print Certificate 🖶

https://svdpmilw.cmgconnect.org