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.

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.

- 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**.



For technical assistance, contact us via the ⁽²⁾ support button found in the bottom right corner of the web page.

CMGConnect Home FAQ Support State Reporting Agencies Privacy	English - Sign in
COVID -19 Resources Click Here	
St Vincent de Paul Society of Milwaukee Existing Accounts	
Do you have an account? If so, you don't need to sign up for upper right hand corner of this window. Otherwise, register Sign In	r a new one. Click the "Sign In" button in the for a new account below.
Welcome to CMG Connect Register for a New Account	
St Vincent de Paul of Milwaukees Sate Environment Training Platform This new system will help walk you through training requirements for your organization. Account Personal	Affiliation
If you are new to training, please set up an account under the "Register for a New Account" area. You will be asked to complete all required boxes (marked with an asterisk). Once your profile is successfully registered, you will automatically be brought to your training dashboard.	Account Personal Affiliation
For technical assistance, please contact CMG Connect support via the blue button in the lower right corner.	S2 Account Personal Affiliation
Password * City:	2 Star your parish.
Phone:	Please Select to Search for Location
NEW ACCOUNTS: Dragrace through all throad acc	I participate as a/an. <u>*</u> a. Store Employee (not in Waukesha District)
creation screens in the <i>Register for a New Account</i>	OUTIL O. Store Employee - WAUKESHA DISTRICT O. Non-Store Employee (not in Waukesha District) O. Non-Store Employee - WAUKESHA DISTRICT O. Volunteer
Click Register to complete your profile set-up	f. Volunteer - No Public Interaction g. Member h. Member - No Public Interaction
If you have questions about which category to select, please conta- local safe environment coordinator.	Ct your
PART A: Complete your background check screen	Previous Register
requirement:	
Locate Part A: Background Check Submission on your	r main PART A: Criminal Background
UdSI IDUdi U di IU CIICK Start () LU DEGILI.	Check Submission
• Enter your background check details on the Background Check Please take PART B training requirements AFTER your background check is submitted.	
Submit Background Check Request. PART A: Background Check Submit Background Check Request. PART A: Background Check	
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.	Start @
PART B: Once your background check is submitted, you can	
complete your training requirement.	
• Locate the assigned Part B Safeguarding Training on y	your main
Gashboard and click <u>Start</u> (€) to begin.	
• Progress through the training sections—as you finish each page, it will be	
marked as <i>Complete</i> 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.	

https://svdpmilw.cmgconnect.org