

CMGConnect

ST VINCENT DE PAUL SOCIETY OF MILWAUKEE

<p>PART A: Criminal Background Check Submission</p> <p>**DOES NOT CONTAIN TRAINING**</p> <p><i>Please take PART B training requirements AFTER your background check is submitted.</i></p>	<p>PART B: Safeguarding Training</p> <p><i>Select AFTER submitting your Background Check via PART A.</i></p>
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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.
 - All Milwaukee Vincentians, employees, and volunteers are required to complete our own SVDP Safeguarding program (Part A and Part B) to properly protect ourselves and those we serve.
 - Prior training within the Archdiocesan parish/school system is NOT sufficient or necessary to participate in SVDP assistance to those we serve.
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**. Alternatively, a copy of the certificate can be SAVED AS a file to share within your conference since a printed certificate is not required nor easily shared online.



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

Updated: 09/04/2024-SVDP-MKE

Register for a New Account

On the Account page

- Enter First Name
- Enter Last Name
- Enter Username
- Enter Password

Press **Next Step**

On the Personal page

- Enter Address
- Enter Phone Number
- Enter Date of Birth

Optional- Enter email (only enter email if you have **NEVER** trained for Safeguarding with the Archdiocese of Milwaukee)

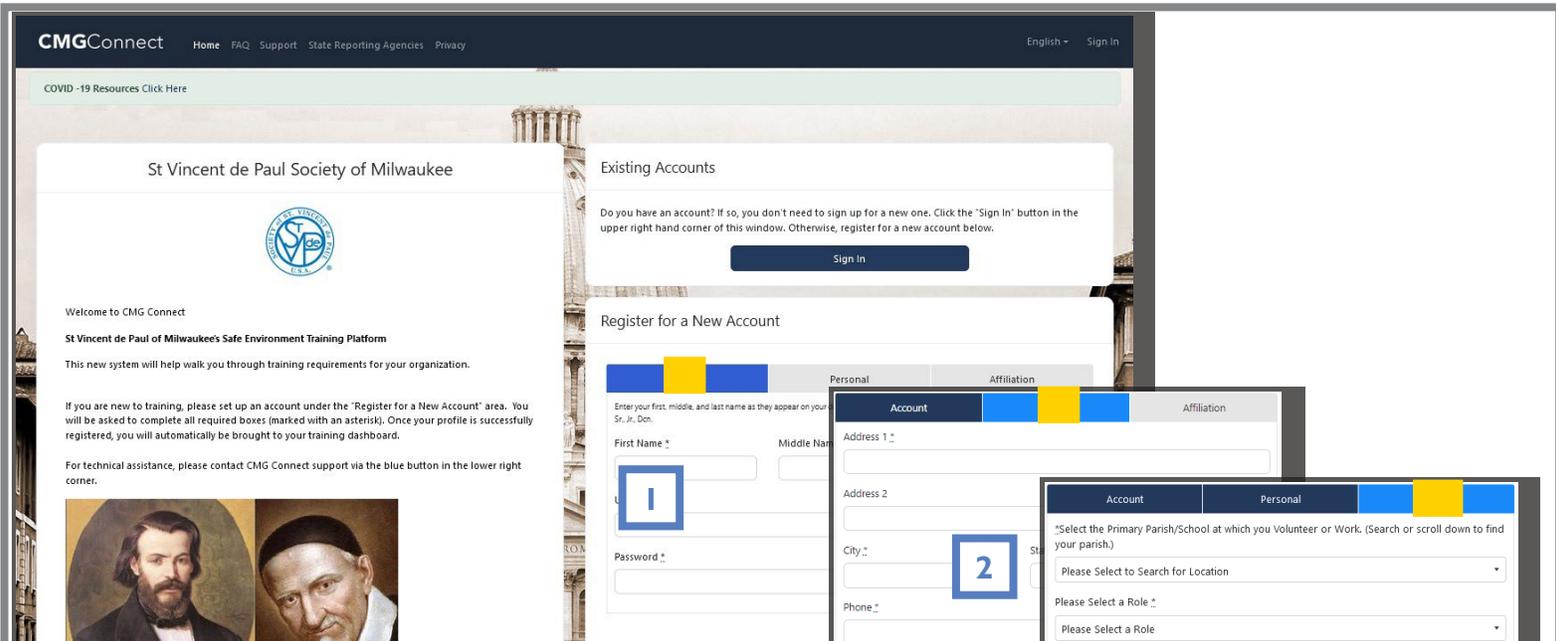
Go to **Next Step**

On the Affiliation page

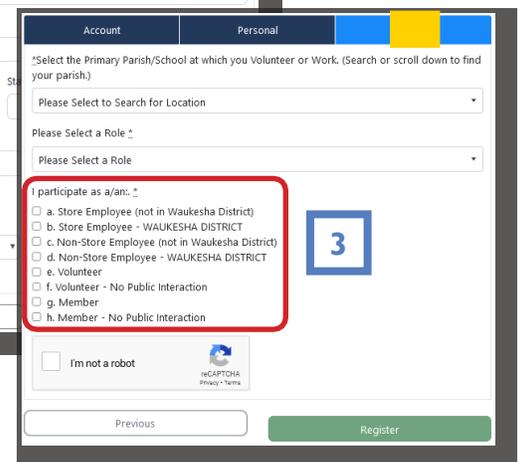
- Use the dropdown arrow to find your conference site
(Scroll past the District Councils of Dodge, Fond du Lac, Kenosha, etc. to the District of Milwaukee)
- Choose **District Council of Milwaukee, YOUR CONFERENCE NAME...**
- Choose **Role- VOLUNTEER** from the dropdown list (scroll down after *Priest*)
- In the dropdown list, scroll down to indicate you **participate as a MEMBER**
- Click the [] I am not a robot box (if prompted with a picture, check the frames asked for)

Press **REGISTER**

You will automatically be brought to the training dashboard page. The whole page may not appear on your screen so scroll down until you see **Part A: Background Check Submission.**

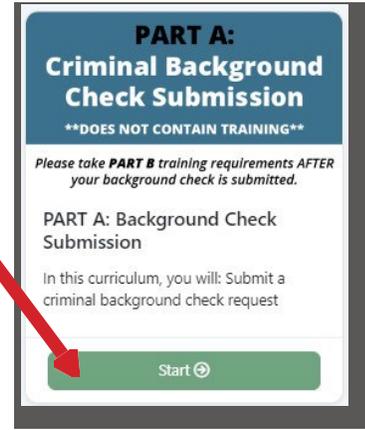


NEW ACCOUNTS: Progress through all three account creation screens in the *Register for a New Account* area. Click **Register** to complete your profile set-up. *If you have questions about which category to select, please contact your local safe environment coordinator.*



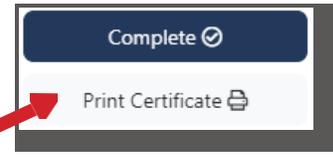
PART A: Complete your background check screening requirement:

- 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 before 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 **Complete** 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



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