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

PART B:

Safeguarding

Training

End-User Instructions

- 1. Go to https://svdpmilw.cmgconnect.org/
- 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 bebrought 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 (a) 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).
- (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 ^{O support} 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 <u>past</u> 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- <u>VOLUNTEER</u> 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**.

	English ~ Sign In
COVID -19 Resources Click Here	
I I I I I I I I I I I I I I I I I I I	
St Vincent de Paul Society of Milwaukee	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 comer of this window. Otherwise, register for a new account below.
Welcome to CMG Connect	Register for a New Account
St Vincent de Paul of Milwaukee's Safe Environment Training Platform This new system will help walk you through training requirements for your organization.	
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.	Enteryour first, missie, and last name as they appear on your Account Affiliation Sr, R, Don. Address 1
For technical assistance, please contact CMG Connect support via the blue button in the lower right corner.	
	Account Personal Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)
	Please Select to Search for Location
	Phone Please Select a Role
	I participate as a/an. " □ a. Store Employee (not in Waukesha District)
NEW ACCOUNTS: Progress	s through all three account
creation screens in the Regist	er for a New Account area.
Click Register to complet	e your profile set-up.
If you have questions about which cate	gory to select, please contact your
local safe environme	ent coordinator. Previous Register
PART A: Complete your backa	round check screening
requirement:	
• ocate Part A: Background Cheg	ck Submission on your main
dashboard and click Start to	begin.
	Please take PART B training requirements AFTER
• Enter your background abook data	
Enter your background check deta Submission page. Make sure ALL	information is accurate before clicking
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec 	information is accurate <u>before</u> clicking PART A: Background Check
Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as a	information is accurate <u>before</u> clicking Juest . <i>Iisted on your government issued ID</i> .
Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as a The module will remain marked with	information is accurate <u>before</u> clicking uest . <i>listed on your government issued ID</i> . <i>"Resume" until results are complete</i> .
Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as The module will remain marked with Processing can take up to 7-10 busin	information is accurate <u>before</u> clicking puest . <i>listed on your government issued ID</i> . <i>"Resume" until results are complete</i> . <i>hess days</i> . <i>Start</i> ⊕
• Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: <i>Please enter your name as a</i> <i>The module will remain marked with</i> <i>Processing can take up to 7-10 busin</i>	information is accurate <u>before</u> clicking quest . listed on your government issued ID. <i>"Resume" until results are complete.</i> hess days. <i>terminal background check is submitted.</i> PART A: Background Check <i>Submission</i> In this curriculum, you will: Submit a criminal background check request Start ⊕
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as The module will remain marked with Processing can take up to 7-10 busin PART B: Once your background 	information is accurate <u>before</u> clicking quest . listed on your government issued ID. "Resume" until results are complete. hess days. Id check is submitted, you can
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as a The module will remain marked with Processing can take up to 7-10 busin PART B: Once your backgroun complete your training requi 	information is accurate <u>before</u> clicking quest . listed on your government issued ID. "Resume" until results are complete. hess days. In this curriculum, you will: Submit a criminal background check request Start ⊕
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as The module will remain marked with Processing can take up to 7-10 busin PART B: Once your backgroun complete your training requi Locate the assigned Part B Safe 	information is accurate <u>before</u> clicking quest . listed on your government issued ID. "Resume" until results are complete. hess days. Id check is submitted, you can rement. eguarding Training on your main
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as a The module will remain marked with Processing can take up to 7-10 busin PART B: Once your backgroun complete your training requi Locate the assigned Part B Safe dashboard and click Start (a) to 	information is accurate <u>before</u> clicking quest . <i>listed on your government issued ID</i> . <i>"Resume" until results are complete</i> . <i>hess days</i> . Id check is submitted, you can rement. eguarding Training on your main begin.
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as a The module will remain marked with Processing can take up to 7-10 busin PART B: Once your backgroun complete your training requi Locate the assigned Part B Safe dashboard and click Start (a) to 	<pre>information is accurate before clicking fuest. listed on your government issued ID. "Resume" until results are complete. hess days. id check is submitted, you can rement. eguarding Training on your main begin. </pre>
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as The module will remain marked with Processing can take up to 7-10 busin PART B: Once your backgroun complete your training requi Locate the assigned Part B Safe dashboard and click Start O to Progress through the training section 	<pre>information is accurate before clicking fuest. listed on your government issued ID. "Resume" until results are complete. hess days. id check is submitted, you can rement. eguarding Training on your main begin. </pre>
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as a The module will remain marked with Processing can take up to 7-10 busin PART B: Once your backgroun complete your training requi Locate the assigned Part B Safe dashboard and click Start Start Progress through the training section marked with to show that the section marked as Complete once all pages 	<pre>information is accurate before clicking fuest. listed on your government issued ID. "Resume" until results are complete. hess days. ind check is submitted, you can rement. eguarding Training on your main begin. ons—as you finish each page, it will be egment is saved. The module will be s are saved</pre>
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Red NOTE: Please enter your name as a The module will remain marked with Processing can take up to 7-10 busin PART B: Once your backgroun complete your training requi Locate the assigned Part B Safe dashboard and click Start (a) to Progress through the training section marked with to show that the second seco	<pre>information is accurate before clicking fuest. listed on your government issued ID. "Resume" until results are complete. hess days. ind check is submitted, you can rement. eguarding Training on your main begin. ons—as you finish each page, it will be egment is saved. The module will be s are saved.</pre>
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as a The module will remain marked with Processing can take up to 7-10 busin PART B: Once your backgroun complete your training requi Locate the assigned Part B Safe dashboard and click Start I to Progress through the training section marked with to show that the section marked as Complete once all pages After your profile is certified by an 	<pre>information is accurate before clicking fuest. listed on your government issued ID. "Resume" until results are complete. hess days. ind check is submitted, you can rement. eguarding Training on your main begin. ons—as you finish each page, it will be egment is saved. The module will be s are saved. administrator, you will be able to print</pre>
 Enter your background check deta Submission page. Make sure ALL Submit Background Check Rec NOTE: Please enter your name as a The module will remain marked with Processing can take up to 7-10 busin PART B: Once your backgroun complete your training requi Locate the assigned Part B Safe dashboard and click Start () to Progress through the training secti marked with to show that the se marked as Complete once all pages After your profile is certified by an your completion certificate by click 	<pre>information is accurate before clicking fuest. listed on your government issued ID. "Resume" until results are complete. hess days. id check is submitted, you can rement. eguarding Training on your main begin. ons—as you finish each page, it will be egment is saved. The module will be s are saved. administrator, you will be able to print ting Print Certificate under the finished </pre>

https://svdpmilw.cmgconnect.org