Instructions for Completing 5-year Renewal Background Check

All clergy, employees, and volunteers with contact with minors must be renew their safe environment certification every 5 years. You are being asked to renew your safe environment certification by completing the required curriculum, which includes a criminal background check, review of the Code of Ethical Standards, and a review of the mandatory reporting responsibilities. You are not required to attend another in person safe environment education session if you have already attended a session in our archdiocese. If you are unsure if this is the correct curriculum for you to complete please contact your parish or school on-site safe environment coordinator for instruction.

Logging Into Your Account

Please go to milwaukee.cmgconnect.org to log into your CMG Connect Account to complete your background check information as required.

Please click on either Sign In button.

username ______________________________
password ____________________________ .

If you have never logged into your CMG Connect account, please contact your parish/site Safe Environment Coordinator and they will be able to provide you with your username and a temporary reset of your password. You will be prompted to change your password upon logging into your account with the temporary password. Once you have changed your password, you will need to re-log into your account again using the new password that you have set.

YOUR CRIMINAL BACKGROUND CHECK REPORT WILL BE SUBMITTED TO YOUR PARISH OR SCHOOL SAFE ENVIRONMENT COORDINATOR FOR CERTIFICATION. YOUR STATUS WILL BE VISIBLE ON YOUR DASHBOARD.

Please contact your parish or school safe environment coordinator or the Safe Environment Office at 414-769-3447 for assistance.
Completing the Criminal Background Check Request Curriculum

Once you have successfully logged into your account you will see your main screen with your training information.

You will need to scroll down to **Required Trainings** to find the curriculum listed as **2. FIVE YEAR Background Check & Code of Ethics Renewal-Safe Environment-Milwaukee**.

**Step 1** - Click **Start** to complete your certification renewal curriculum.

**Step 2** - You will need to go all the way through the SIX curriculum screens.

**Step 3** - Read through and agree to the **Code of Conduct and Mandatory Reporting** by clicking **I Understand and Agree to the Above Terms**.

**Step 4** - Answer questions and review your answers.

Please contact your parish or school safe environment coordinator or the Safe Environment Office at 414-769-3447 for assistance.
Step 5 - Please click the *I Understand and Agree to the Above Terms.*

***You are being asked to complete this background check. You will not be charged for this background check.***

Step 6 – Review the consent and enter your background check information. You are completing this criminal background check on behalf of Your Parish/School site where you are volunteering/being employed. Please change your site in this field.

If you do not have a middle name please remember to check this box.

Step 7 - Click **Submit Background Check Request**.

Please Note: Your criminal background check will be submitted and your parish/site will receive it for review. Please note the SSN entered into the system is encrypted upon submission. Your SSN is not saved in the system and is not visible in your account to anyone with access to CMG Connect.

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