

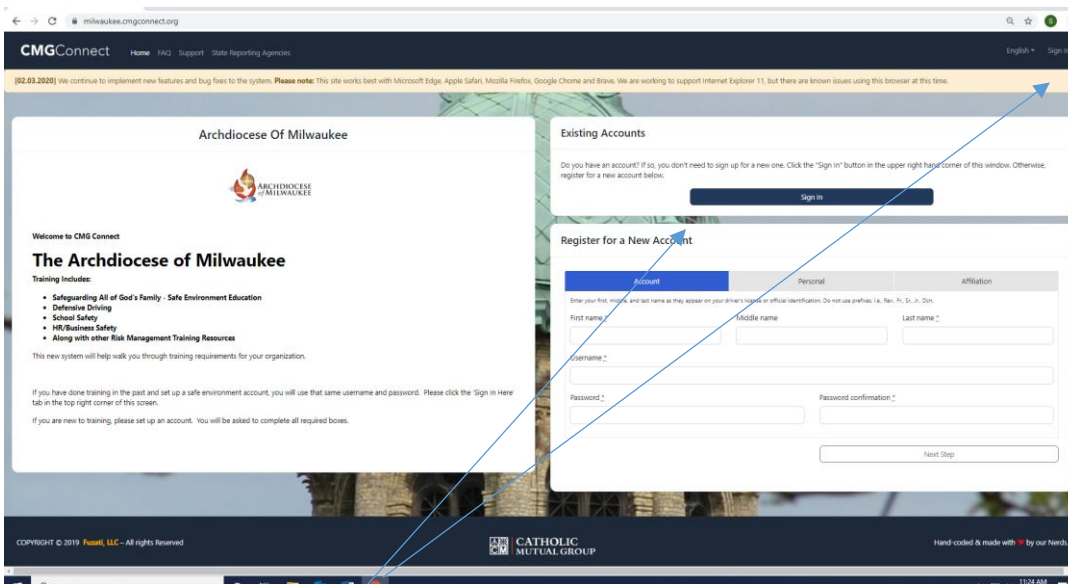


Instructions for Reviewing and Acknowledging the Code of Ethical Standards -2022 Revision

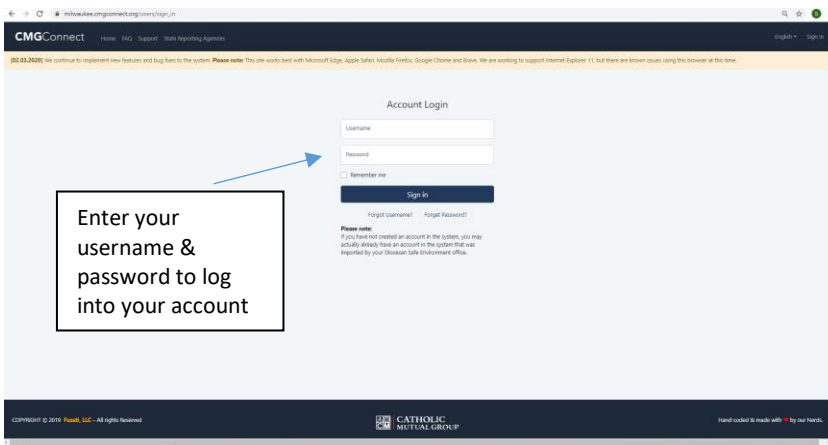
You are being asked to review and acknowledge the Code of Ethical Standards for the Archdiocese of Milwaukee as part of working, volunteering, or serving in the Archdiocese of Milwaukee.

Logging Into Your Account

Please go to milwaukee.cmgconnect.org to log into your CMG Connect Account to complete the Code of Ethical Standards-2022 Revision curriculum.



Please click on either **Sign In** button.



Enter your username _____
Enter your password _____. If you have never logged into your CMG Connect account, you may select **Forgot Password** or contact your parish/school safe environment coordinator for assistance with your login information.

Completing the Code of Ethical Standards-2022 Revision Curriculum

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

The screenshot shows a dashboard with three status boxes: 'Certification Status' (Expires 03/16/2023), 'Live Training Registration' (No Upcoming Training), and 'Background Check Status' (Expires on 03/16/2023 consent). Below these are 'Required Trainings' with a search bar. Four training cards are visible: 'Initial Safe Environment for Clergy, Employees, and Volunteers', 'Renewal Safe Environment for Clergy, Employees, and Volunteers', 'Archdiocese of Milwaukee Code of Ethical Standards - 2022 Revision' (with a 'Start' button), and 'CYBER SECURITY TRAINING'. A blue arrow points from the 'Start' button to the next section.

Click Start to review the updated Code of Ethical Standards and to electronically sign the acknowledgement. You will need to go all the way through the three curriculum screens.

Screen 1 & 2- Please click the *I Understand and Agree to the Above Terms* after reviewing the policy and viewing the Code of Ethical Standards Signature Page.

I Understand and Agree to the Above Terms

Screen 3 – You will electronically sign and agree to abide by the Code of Ethical Standards on Code of Ethical Standards Acknowledgement by selecting *Submit Answers*.

The screenshot shows the 'Code of Ethical Standards - 2022 Revision curriculum' screen. It includes a title bar, a sub-header 'Expires every 1 Years', and a paragraph of text: 'I have read and agree to abide by the Code of Ethical Standards for Church Leaders. I understand that as a member of the clergy, an employee, or a volunteer that my violation of this Code of Ethical Standards can lead to consequences including but not limited to impact my ability to serve in certain capacities in the Archdiocese of Milwaukee. (For individuals that are employees of third party contractors/vendors, your acknowledgement indicates only reviewing and understanding the Code of Ethical Standards for Church Leaders.)'. Below the text is a radio button for 'Yes' and a 'Submit Answers' button. A blue arrow points from the 'Submit Answers' button to the next section.

Once you have submitted your answer you will see a box that says *Curriculum Pages Completed*. When you click on the *Curriculum Pages Completed* green box, it will inform you that you have completed the curriculum.

The screenshot shows the same 'Code of Ethical Standards - 2022 Revision curriculum' screen as above, but with a green box labeled 'Curriculum Pages Completed' at the bottom. The 'Yes' radio button is now selected, and there are 'Your answer' and 'Correct answer' labels. A blue arrow points from the 'Curriculum Pages Completed' box to the next section.

The screenshot shows a certificate for the 'Archdiocese of Milwaukee Code of Ethical Standards - 2022 Revision'. It includes the title, 'Expires Every 1 Years', and a 'Complete' button. Below the button is a 'Print Certificate' link.

You are able to print a certificate for the Code of Ethical Standards – 2022 Revision stating that you have reviewed and signed the Code of Ethical Standards for the Archdiocese of Milwaukee for your parish/school. The record of your completion of this curriculum is recorded in CMG Connect for parishes and schools in the Archdiocese of Milwaukee to be able to verify your completion of this requirement.

If you need assistance with reviewing the Code of Ethical Standards or have a question about the curriculum, please contact to your supervisor or safe environment coordinator at your parish or school.

Additional information can be found on the Archdiocese of Milwaukee website <https://www.archmil.org/Resources/Code-Ethical-Standards-Leaders.htm> .