



Instructions for Online Training Registration

- Go to <https://manchester.cmgconnect.org>
- Click on “Register for a New Account” and provide the requested information. (Tip: for username, select your email).
- When instructed to, “*select primary Parish/School at which you volunteer or work,*” please note that Camps are located at the end of the listing as ZCamp...
- When selecting a role, choose Employee or volunteer. Paid staff should select, Camp Staff. All others should select Volunteer.
- Under, *I participate as a/an:* **SELECT NEW EMPLOYEES**. For those that are returning, please note, “New Employee” is selected due to the training be new. This will NOT affect your history in the database.
- You will see 2 required trainings: Safe Haven safe environment training and sexual harassment training.
- Note that the *Safe Haven* training includes 3 videos. Once you begin watching a video, you must watch it through to the end. Once a step is marked ‘Done’, you may leave the training and log in to complete the remaining steps at another time.
- After completing a training, you can access your Certificate of Completion by going to the training dashboard and clicking ‘Download Certificate.’ Please provide these to your supervisor for inclusion in your personnel file.