

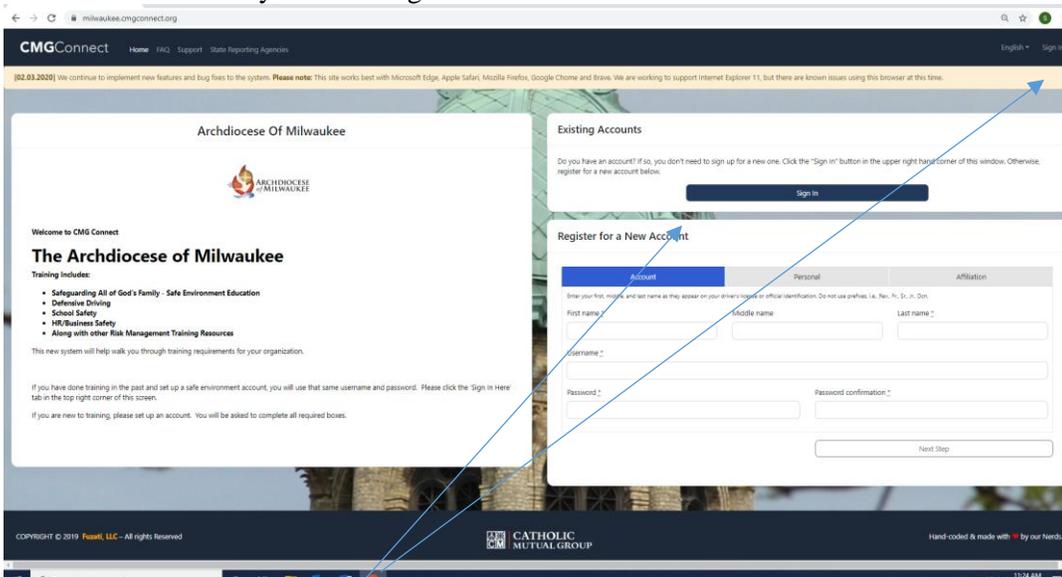


Instructions for Reviewing and Acknowledging the Social Media & Digital Communication Policy

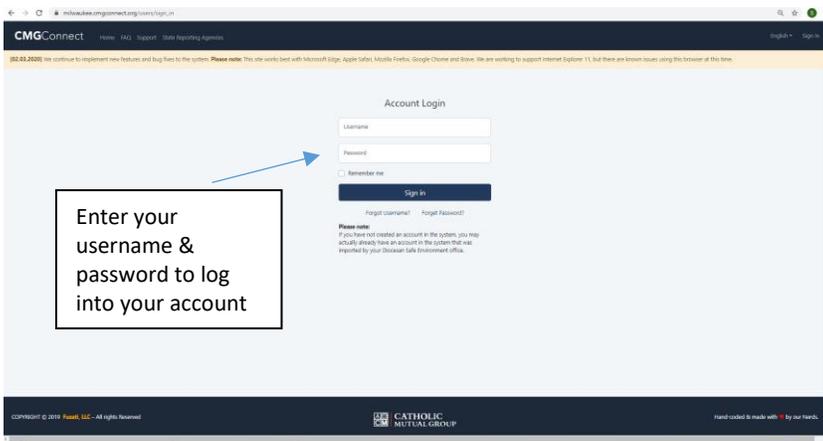
You are being asked to review and acknowledge the Social Media & Digital Communication Policy as part of working, volunteering, or ministering in the Archdiocese of Milwaukee.

Logging Into Your Account

Please go to milwaukee.cmgconnect.org to log into your CMG Connect Account to complete the Social Media & Digital Communication Policy acknowledgment 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 3. Social Media & Digital Communication Policy Curriculum

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

The screenshot shows a user's training dashboard. At the top, there are three cards: 'Live Training Registration' (No Upcoming Training), 'Background Check Status' (Expires on 03/16/2023 consent), and a partially visible card. Below this is a 'Required Trainings' section with a search bar. Three training cards are displayed: 1. 'INITIAL LIVE TRAINING ONLY - Safe Environment Curriculum/Code of Conduct - Milwaukee' (Expires Every 5 Years, 6% progress, 'Resume' button); 2. 'FIVE YEAR Background Check & Code of Ethics Renewal - Safe Environment - Milwaukee' (Expires 03/16/2023, 'Complete' button); 3. 'Social Media & Digital Communication Policy - Milwaukee' (Expires 06/22/2021, 'Start' button). A blue arrow points from the 'Start' button to the next screen.

Click Start to review the policy and to sign the acknowledgement.

You will need to go all the way through the two curriculum screens.

Screen 1- Please click the *I Understand and Agree to the Above Terms* after reviewing the policy.

I Understand and Agree to the Above Terms

Screen 2 – You will electronically sign and agree to the questions and click on *Curriculum Pages Completed*.

The screenshot shows the '3. Social Media & Digital Communication Policy - Milwaukee' curriculum page. The header indicates it expires every 1 year and has an estimated completion time of 0.5 hours. The main content area contains three questions, each with a 'Yes' radio button and a 'Your Answer' label. The first question is 'I have received, reviewed and agree to abide by the Social Media and Digital Communication Policy of the Archdiocese of Milwaukee.' The second is 'I have reviewed the Social Media and Digital Communication Policy of the Archdiocese of Milwaukee, and I agree to abide by it for communicating with minors, for purposes of using social media, and the use of photo/video/audio of minors.' The third is 'I have read, understand and agree to the terms of this agreement. I execute it voluntarily and with knowledge of its significance. I understand that my failure to follow this policy may have consequences for my employment or volunteering options.' A green 'Curriculum Pages Completed' button is visible at the bottom right. A blue arrow points from this button to the next screen.

The screenshot shows a certificate for the 'Archdiocese of Milwaukee Social Media & Digital Communication Policy'. It states '(Please Complete Annually)' and 'Expires 06/22/2021'. Below this, it identifies the curriculum as '3. Social Media & Digital Communication Policy - Milwaukee' and lists its components: 'Social Media & Digital Communications Safeguarding Policy & Acknowledgement Questions'. At the bottom, there are 'Complete' and 'Print Certificate' buttons.

You are able to print a certificate stating that you have reviewed and signed the Social Media & Digital Communication Policy 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.