

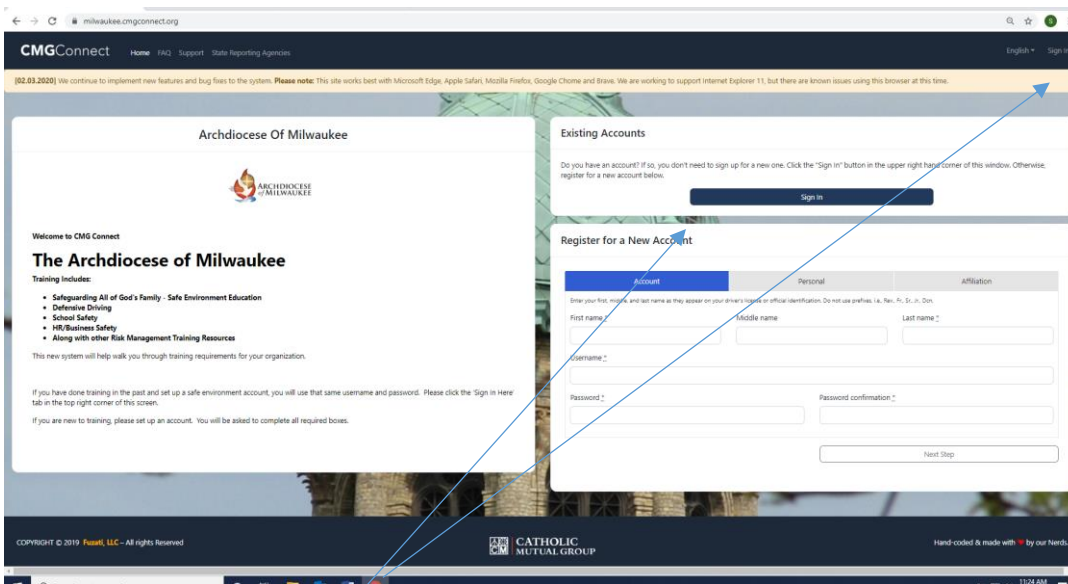


# Instructions for Reviewing and Acknowledging the Code of Ethical Standards -2024 Revision

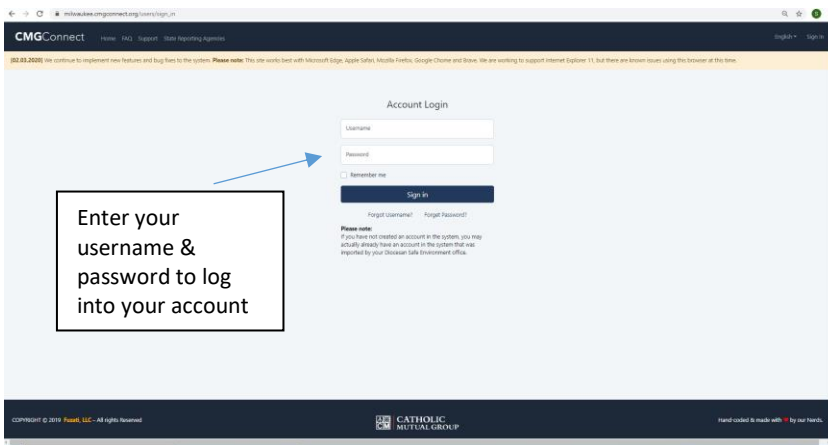
You are being asked to review and acknowledge the Code of Ethical Standards for the Archdiocese of Milwaukee as part of working, volunteering, or serving in the Archdiocese of Milwaukee.

## Logging Into Your Account

Please go to [milwaukee.cmgconnect.org](http://milwaukee.cmgconnect.org) to log into your CMG Connect Account to complete the Code of Ethical Standards-2024 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-2024 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 at the top: 'Certification Status' (Expires 03/16/2023), 'Live Training Registration' (No Upcoming Training), and 'Background Check Status' (Expires on 03/16/2023 consent). Below 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 - 2024 Revision', and 'CYBER SECURITY TRAINING'. A blue arrow points from the 'Start' button on the 'Code of Ethical Standards - 2024 Revision' card to the text below.

Click Start to review the updated Code of Ethical Standards and to electronically sign the acknowledgement.

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*.

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 'CODE OF ETHICAL STANDARDS - 2024 REVISION' header with 'Expires every 1 Year'. Below is 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.)'. There are radio buttons for 'Yes' (selected), 'Not answer', and 'Cancel answer'. A green box at the bottom says 'Curriculum Pages Completed', with a blue arrow pointing to it from the text above.

The screenshot shows the 'Archdiocese of Milwaukee Code of Ethical Standards - 2024 Revision' curriculum page. It includes the title, a description: 'Code of Ethical Standards - 2024 Revision Code of Ethical Standards - 2024 Revision Curriculum', and a green 'Start' button.

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.