

## **Instructions for Online Training Registration New School Employees**

- Go to <https://manchester.cmgconnect.org>
- Click on “Register for a New Account” and provide the requested information. When selecting a role, choose **Employee**. When asked “I participate as a/an,” select **New School Employee**.
- New school employees will see 3 required trainings: *Safe Haven* (child safety training); *Safe Side of the Line* (appropriate boundaries); and sexual harassment training. All 3 must be completed within 30 days and may be completed during work time.
- 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 the school Safe Environment Coordinator for inclusion in your personnel file.