## CMGConnect DIOCESE OF CHARLESTON



## 1. Vulnerable Adults eLearning - Charleston

ONLY for Individuals Working with Vulnerable Adults

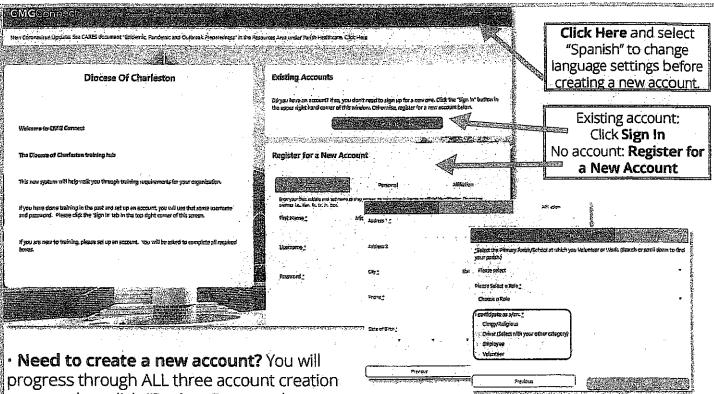
## Getting Started:

- 1. Go to https://Charleston.cmgconnect.org/
- 2. Create a new account by completing all the boxes under the **Register for a New Account** area. This includes your address, primary parish, and how you participate at your parish or school. If you have questions please contact your parish/school coordinator.
- 3. Already have an account? Sign in to your existing account by clicking **Sign In** under where it says **Existing Accounts**.
- 4. Locate the **1. Vulnerable Adults eLearning Charleston** training in your Optional Trainings section. You will need to scroll down on your Dashboard to locate this training.
  - NOTE: This training is ONLY for individuals working with vulnerable adults.
- 5. Click under the 1. Vulnerable Adults eLearning Charleston training to begin.
- 6. If needed, you can access your completion certificate after you complete the training by returning to the Dashboard and clicking **Print Certificate**.



For technical assistance, contact us via the button found in the bottom right corner of the web page.

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- progress through ALL three account creation screens then click "Register" to complete your profile set-up. If you are unsure of which participation category to select, please contact your site coordinator or the Diocese.
- Already have an account? Click Sign In under Existing Accounts.
- Locate the 1. Vulnerable Adults elearning -Charleston training in the Optional Trainings section on your Dashboard. You will need to scroll down on your Dashboard.
  NOTE: This training is ONLY for individuals working with vulnerable adults.
- Click to begin the training.
- Progress through the training sections—as you complete each page, it will be marked as to show that the segment is finished.
- Once you have completed the training, a completion certificate will be available under the finished module on your dashboard. Click the *Print Certificate* button to access.

