

Instructions for Online Training Registration New 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 Employee**.
- New employees will see 2 required trainings: *Safe Haven* (our child safety training) and sexual harassment training. Both 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 your supervisor for inclusion in your personnel file.