

Hello ACS Families,

If you are new or never had Safe Environment training you will need the foundation training, (typically an in-person class.)

Training must be completed prior to volunteering on campus. The first time completing the training you will create an account in GMConnect (this will be your online application). A background check will be completed by Selections.com hence your SSN is required. Selections is a third party provider. Please take a look at the attached brochure detailing the security of Selections company. In addition, you will have a face to face interview (on hold currently) and you will provide 3 references. All families are encouraged to volunteer therefore are required to complete the safe environment training.

Click [CMG Connect](https://phoenix.cmgconnect.org/) link(<https://phoenix.cmgconnect.org/>), on the left side will be a greeting from the Diocese of Phoenix (English and Spanish) and On the right side; complete the "Register for an Account".

Create a new account. User name could be a full legal name or an email address. Something you'll remember and husbands and wives each need a separate account with different email addresses.

Safe Environment Application - Ministry Information

Legal name - as it appears on your Driver's license

Next page: current address and date of birth - all is required.

Next page: **Affiliation** - primary parish/school is **Annunciation Catholic School** use the drop down box

For the **Role:** select appropriate role - parents will be **volunteers**.

Curriculum: Click on **INITIAL Online Application & Foundation Training**("A Time to Protect" & "A Plan to Protect" videos, **Take-Away Packet 7 Background Check - Phoenix**) watch all videos to the end.

Safe Environment Application - Employment Details - please complete all required fields with a red star.

Safe Environment Application - Background Check Information This is required for all volunteers. It requires a SNN. I have attached information on Selections.com security.

Safe Environment Application - Declaration Statements

Procedures to Report Abuse or Neglect

Code of Ethics

Background check Submission - which will automatically process once your online training is completed.

The background check will take 7 - 10 business days. Once it has been checked and verified (all through Selections, Inc.), your account will have "completed" green box plus you will receive an email stating your safe environment training is complete. You are now able to volunteer with minors and vulnerable adults. Thank you.

If you have any questions, do not hesitate to contact me.

Maria Garcia

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