



Saint Patrick Academy

EDUCATION FULLY ALIVE

Safe Haven: It's Up to You

Safe Environment Training

Instructions:

- Go to <https://manchester.emgconnect.org>
- Click on “Register for a New Account” and provide the requested information. Saint Patrick Academy will be listed under the Diocese of Manchester.
- Click ‘Start Curriculum.’ The steps you need to complete will be listed on the left hand side of your screen. You must proceed in the order in which they are listed. Once a section or step is completed, it will show as ‘Done.’
- **IMPORTANT:** There are 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.
- Once you have completed all of the assigned steps, you can access your completion certificate by returning to the training dashboard and clicking ‘Download Certificate.’ **Provide a copy of your certificate to the Front Office.**
- New employees should also complete the sexual harassment training that is listed as an optional training.