

CMGConnect

End-User Instructions

Step 1: Accessing CMG Connect

Go to www.CMGconnect.org/ to select your organization from the dropdown box then click **GO**. This will bring you to your organization's landing page (*sample below*).

CONNECT
Find your Diocese below.

Select a Diocese

Go to Diocese

Existing Accounts

Do you have an account? If so, you don't need to sign up for a new one. Click the "Sign In" button in the upper right hand corner of this window. Otherwise, register for a new account below.

Sign In

Register for a New Account

Account Personal Affiliation

Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Fr., Sr., Jr., Don.

First name: Middle name: Last name:

Username:

Password:

Address 1:

Address 2:

City: State: Zipcode:

Phone:

Date of Birth:

Previous

Account Personal Affiliation

Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

Please select:

Please Select a Role:

Choose a Role:

I participate as a/an:

- Clergy/Religious
- Driver
- Employee
- Volunteer

Previous Register

To create a new account, complete the three pages under "Register for a New Account" This includes basic account information, personal, and affiliation. Complete ALL required boxes.

Please select the category(s) that best describe how you participate at your location. This allows the platform to automatically assign the correct training(s).

If you are unsure, contact your Safe Environment Coordinator.

Account Login

Username

Password

Remember me

Sign in

[Forgot Username?](#) [Forgot Password?](#)

Please note:
If you have not created an account in the system, you may actually already have an account in the system that was imported by your Diocesan Safe Environment office.

If you have done training in the past, you may already have an account. Please login with your previous username and password by clicking the "Sign In" button at the top right of the page.

If you cannot remember your username and password and have an email address in the system, please click 'Forgot Password'. Please contact cmgconnect@catholicmutual.org or click [Support](#) if you need assistance accessing your account.

For more information, please use your FAQ or Support tab at the top of the screen.

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Step 2: Locate and Open Trainings

Once you have completed the registration process, you will see the training curriculums. Click **"Start"** to begin. **Note: Available curriculums will vary based on your organization customization as well as the participation category you selected when registering for your account.**

To view other Optional Trainings, scroll to the bottom of the page and search for desired training.

The screenshot shows the CMG Connect dashboard. At the top, there are three status boxes: "Live Training Registration" (No Upcoming Training), "Background Check Status" (No Background Check on File), and "Certification Status" (No Certification on File). Below these are sections for "Required Trainings" and "Optional Trainings".

Required Trainings:

- A. Safe Environment Training School Employees - Peoria:** Expires every 5 Years. Includes: A. Safe Environment Training - Peoria. A green "Start" button is circled in red.
- Bloodborne Pathogens:** Expires every 1 Year. Includes: Bloodborne Pathogen video and questions. A green "Start" button is visible.
- Driving Requirements - Peoria:** Expires every 5 Years. Includes: Be Smart - Drive Safe II video; Volunteer Driver questions; 11-15 Passenger Van policy acknowledgement; Ch... A green "Start" button is visible.

Optional Trainings:

- A. Sexual Harassment and the Church:** Includes: Preventing Sexual Harassment video. A green "Start" button is visible.
- Anti-Bullying Training (Adults):** Never Expires. Includes: Adult Bullying - Adult Training video. A green "Start" button is visible.
- Anti-Bullying Training (Elementary School): That's Really Not Ok:** Elementary School Bullying Training. A green "Start" button is visible.
- Anti-Bullying Training (High School): Will You Do What's Right?:** High School Bullying Training. A green "Start" button is visible.

A search bar is located at the top right of the Optional Trainings section, circled in red.

Step 3 (Optional): Print Certificate

When you have reached the end of the training, click on your dashboard and find your completed training. Click **"Print Certificate"** to view and download your completion certificate.

The screenshot shows the CMG Connect dashboard with a completed training card highlighted. The card is for "1. Be Smart - Drive Safe (Video Only)" and has a "Complete" button and a "Print Certificate" button with a printer icon. A red arrow points to the "Print Certificate" button.

Overlaid on the dashboard is a certificate with a decorative blue border. The certificate text is as follows:

CMGConnect
This Certifies that
admin_atlanta admin_atlanta
Archbishops Residence/Office
Archdiocese Of Atlanta

has completed Defensive Driving Curriculum on CMG Connect
on the following date:
January 24th, 2018

Never Expires

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