

CMGConnect

End-User Instructions

Step 1: Accessing CMG Connect

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

Find Your Diocese

Select a Diocese

GO

Looking for a Canadian Diocese? [Click Here](#)

The screenshot shows the top navigation bar of the CMG Connect website. It includes the CMG Connect logo, links for Atlanta, FAQ, and SUPPORT, a language dropdown set to 'en', and a 'Sign In Here' button. Below the navigation bar, there are three overlapping screenshots of the registration process. The first is the 'Existing Accounts' page, which asks if the user has an account and provides a 'Sign In Here' link. The second is the 'Register for a New Account' page, showing the 'Personal' step with fields for First name, Middle name, Last name, Username, Password, Address 1, Address 2, City, State, Zipcode, and Date of Birth. The third is the 'Affiliation' step, showing a dropdown for 'Select the Primary Parish/School at which you Volunteer or Work' (set to 'All Saints Parish - DUNWOODY') and a 'Please Select a Role' section with radio buttons for 'Clergy/Religious', 'Driver', 'Employee', 'Parent', and 'Volunteer' (which is selected).

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(ies) 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 Diocese.

The screenshot shows the login page of the CMG Connect website. It features the CMG Connect logo and the tagline 'The Training Platform of Catholic Mutual Group'. Below the logo, there are two input fields: 'Enter your username' and 'Enter your password'. A blue 'Log me in' button is positioned below the password field. At the bottom left, there is a link for 'Forgot Password?' and a 'Remember Me' checkbox. The CMG logo and 'CATHOLIC MUTUAL GROUP' text are at the bottom.

If you have done training in the past, you already have an account. Please login with your previous username and password by clicking the green "Sign in Here" 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'. If your email address is not recognized, email cmgconnect@catholicmutual.org to request a password reset.

Step 2: Locate and Open Trainings

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

To view other Optional Trainings, click the gray arrow and scroll through the list.

The screenshot shows the CMG Connect user interface. On the left is a dark sidebar with navigation icons for Dashboard, Training Archives, Inbox, Edit Profile, and Logout. The main content area is divided into two sections: "Required Training Curriculums" and "Optional Training Curriculums".

Required Training Curriculums: Features a card for "Defensive Driving Curriculum" with a "Never Expires" badge and a "Start Curriculum" button circled in red.

Optional Training Curriculums: Features three cards: "Bloodborne Pathogens" (1 Year), "Building Safety Curriculum" (Never Expires), and "Cyber Security eLearning Series" (Never Expires). A gray arrow on the right side of the Cyber Security card is circled in red.

Resources: A sidebar on the right lists "Clergy/Religious", "Employee", and "Volunteer" with expandable arrows.

Step 3 (Optional): Print Certificate

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

The screenshot shows the CMG Connect dashboard with a "Sample Account" for "Diocesan Property". The "Required Training Curriculums" section shows the "Defensive Driving Curriculum" as "Completed". A red arrow points to the "Download Certificate" button.

Overlaid on the right is a certificate with a decorative blue border. The text on the certificate reads:

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
This Module was sponsored and brought to you by:
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