

CMGConnect

End-User Instructions

Step 1: Accessing CMG Connect

Go to <https://CMGconnect.org/> and select your organization's name from the drop-down field. Click **Go to Diocese** to be brought to the correct landing page. (Sample shown below).

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

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., Jr., Sr., Jr., Don.

First Name *

Username *

Password *

Account Personal Affiliation

Address 1 *

Address 2

City * State * Zipcode *

Phone *

Email *

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

Please select the category that best describes how you participate at your location. Selecting the correct box(es) during this step will allow the platform to assign the correct training modules to your dashboard.

If you are unsure of which category to select for your profile, please contact your local parish/school administrator.

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.

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 down on the page and/or search for desired training by title.

The screenshot displays 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 is the 'Required Trainings' section, featuring a 'Defensive Driving Curriculum' card with a 'Start' button circled in red. The 'Optional Trainings' section includes a search bar (circled in red) and several training cards, such as '2019 / 2020 School Safety Coordinator Program Requirements' and 'A. Sexual Harassment and the Church'.

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.

This screenshot shows the same dashboard as Step 2, but with a certificate overlay. A red arrow points from the 'Print Certificate' button on the 'Defensive Driving Curriculum' card to the certificate. The certificate is titled 'CMGConnect' and certifies that 'Test Account' from the 'Chancery Office' has completed the 'Defensive Driving Curriculum' on 'CMG Connect' on 'May 1st, 2020'. It also states 'Never Expires' and is sponsored by the 'CATHOLIC MUTUAL GROUP'.

<https://CMGconnect.org>