

# CMGConnect

## End-User Instructions

### Step 1: Accessing CMG Connect

Go to [www.CMGconnect.org/](http://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

**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.**

#### 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 \*

Account

Personal

Affiliation

Address 1 \*

Address 2

City \*

State \*

Zipcode \*

Phone \*

Date of Birth \*

Email

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(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](mailto: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.



**CATHOLIC  
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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. On the left is a navigation menu with options: Dashboard, Training Archive, Inbox, Edit Profile, and Logout. The main content area has three status boxes at the top: 'Live Training Registration' (No Upcoming Training), 'Background Check Status' (No Background Check on File), and 'Certification Status' (No Certification on File). Below these are two sections: 'Required Trainings' and 'Optional Trainings'. In the 'Required Trainings' section, three cards are visible: 'A. Safe Environment Training School Employees - Peoria' (with a 'Start' button circled in red), 'Bloodborne Pathogens' (with a biohazard icon), and 'Driving Requirements - Peoria'. In the 'Optional Trainings' section, four cards are visible: 'A. Sexual Harassment and the Church', 'Anti-Bullying Training (Adults)', 'Anti-Bullying Training (Elementary School): That's Really Not Ok', and 'Anti-Bullying Training (High School): Will You Do What's Right?'. A search bar is circled in red in the top right of the Optional Trainings section.

## 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 training card highlighted. The card is for '1. Be Smart - Drive Safe (Video Only)' and shows a 'Complete' button and a 'Print Certificate' button with a printer icon and an arrow pointing to it. To the right, a sample certificate is displayed. The certificate has a decorative border and contains the following text: 'CMG Connect 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 CATHOLIC MUTUAL GROUP'.

**Training/Professional Development:**

Training	Employees Required	Timeline	Notes/Resources
CPR /Epi Pen	CRT Members 2023-2024 Justin, Stephanie and Theresa	Training/renewal every 3 years	2024-2025  2025-2026 Chris, Terri
Seizure Safe Schools	All certificated employees participate in seventy-five minute self-study	Once every 2 years	<a href="#">Training Video</a> . Submit certificate to office upon completion
Suicide Prevention		Optional training and support available to all staff	<a href="#">Nebraska School Suicide Resource Guide</a>
Safe Environment Training	New employees must take in-person training before starting  Kacie Mariah New Hire	Online renewal offered every five years	Training information on <a href="#">CMG Website</a>
Standard Response Protocol		Suggested review annually with staff and students	<a href="#">iloveguys</a>
Blood Borne Pathogens	All Employees	Annually	Training on <a href="#">CMG Website</a> . Print certificate and submit to office when complete.
Diabetic Protocol	As needed	Annually if diabetic students are enrolled	Training resources available online at <a href="#">American Diabetes Association</a>
Asthma/Rule 59	All staff	Annually	<a href="#">Airenebraska</a>  <a href="#">Attack on Asthma Protocol</a> . Power Point and quiz for staff outlined in protocol.

Med Distribution	Lynn Primi Additional Staff as needed		
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### Cafeteria Trainings

Training	Employees Required	Timeline	Notes/Resources
Civil Rights Training	Michelle Kramer		
Food Handlers	Michelle Kramer		
Book Keepers	Michelle Kramer		

### Extended Care Trainings

Training	Employees Required	Timeline	Notes/Resources
12 Hours of Coursework	Lynn	Due Dec. 31	
6 Hours of Coursework	Diane	Due Dec. 31	

### Drills

Drill		Timeline
Fire Drill	Ten	Annually
Tornado Drill	Two	Annually
Bus Evacuation	Once	Every Two Years
SRP Drills ● Hold	Ten (2 each)	Annually

<ul style="list-style-type: none"><li>● Secure</li><li>● Lockdown</li><li>● Evacuate</li><li>● Shelter</li></ul>		
Earthquake Drill	Two	Annually