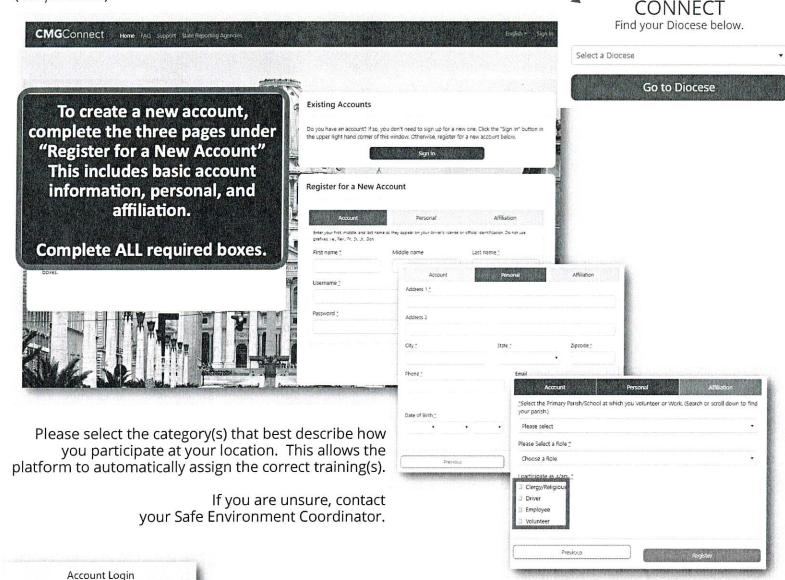
CMGConnect

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).



ame
ord
ember me
Stap in

Forgot Username? Forget 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.

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

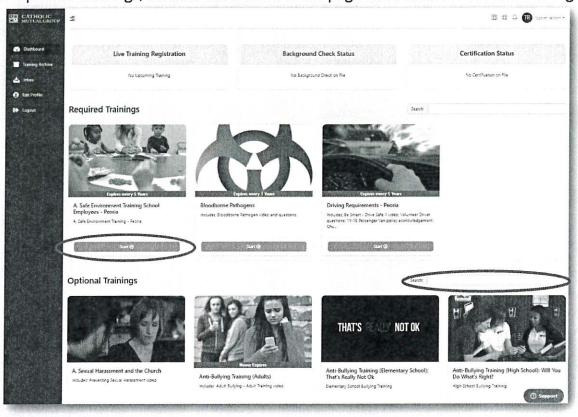
1 . 1 04/46/0000



Step 2: Locate and Open Trainings

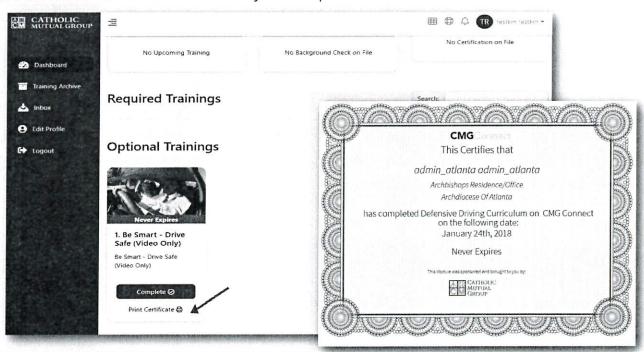
Once you have completed the registration process, you will see the training curriculums. Click "Start" to begin. Note: Available curriculums will vary based on your organization customization as well as the participation category you selected when registering for your account.

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



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.



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	Training Video. Submit certificate to office upon completion
Suicide Prevention		Optional training and support available to all staff	Nebraska School Suicide Reource Guide
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 CMG Website
Standard Response Protocol		Suggested review annually with staff and students	iloveuguys
Blood Borne Pathogens	All Employees	Annually	Training on <u>CMG</u> <u>Website</u> . Print certificate and submit to office when complete.
Diabetic Protocol	As needed	Annually if diabetic students are enrolled	Training resources available online at American Diabetes Association
Asthma/Rule 59	All staff	Annually	Airenebraska Attack on Asthma Protocol Power Point and quiz for staff outlined in protocol.

Med Distribution	Lynn Primi Additional Staff as needed		
---------------------	---------------------------------------	--	--

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

SecureLockdownEvacuateShelter		
Earthquake Drill	Two	Annually