

# CMGConnect

## Online Training Instructions

Diocese of San Diego—End-User Instructions

Rev 12/16/2016

### Self-Register

1. Please access all training at [www.CMGconnect.org](http://www.CMGconnect.org). *These screen prints are samples only—these will help during your account set-up and accessing the training.*
2. *You will need to **Find Your Diocese** (scroll or type San Diego, click on the city and click “GO”)*
3. For Spanish audience click on “language-en” (upper right hand corner) to select Spanish otherwise proceed with step 4
4. Create an account by completing all of the information in the next several screens. If you have done training in the past, you already have an account. Please login with your previous username and password. If you cannot remember your username and password, please click the FAQ or the Support tab for additional information.

**CMG CONNECT** San Diego FAQ SUPPORT Language - en Sign In Here

**Welcome to CMG Connect**  
The Diocese of San Diego Safe Environment Compliance System  
CMG Connect integrates the required training and background screening components for the Safe Environment program into one convenient online process.  
\*Note: If you took the CMG online defensive driving training previously, you may use that same username and password to logon (see “Sign In” tab in the center).

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

**Register for a New Account**  
Account Personal Affiliation < Prev Next >

\* First name Middle name \* Last name

\* Username

\* Password \* Password confirmation

Next Step >

3. You will be asked to provide your address and other demographic information.

Please complete all required fields. Providing your email will give us an additional way to contact you for reminders of upcoming training and notices. Your privacy is important to us and your information will not be shared with any third party.

Account Personal Affiliation

< Prev Next >

\* Address 1

Address 2

\* City \* State \* Zipcode

\* Phone Email

\* Date of Birth

1926 Octol 5

< Previous Next Step >

4. You will be asked 3 questions:

**Primary PARISH or SCHOOL (or preschool): Sacred Heart School-Coronado**

**ROLE: Volunteer**

**HOW YOU PARTICIPATE: Volunteer**

This will allow to automatically assign training that your Diocese requires you take.

***If you need assistance, please contact your site administrator or site coordinator***

Account Personal Affiliation

< Prev Finish >

\*Select the Primary Parish/School at which you Volunteer or Work

Select an option

\*Please Select a Role

Choose a Role

\*I participate as a/an:

- Parish or Pastoral Center Employee
- Parish or Pastoral Center Volunteer
- Preschool or School Employee
- Priest or Deacon
- School Substitute Teachers
- School Volunteer

< Previous Register My account

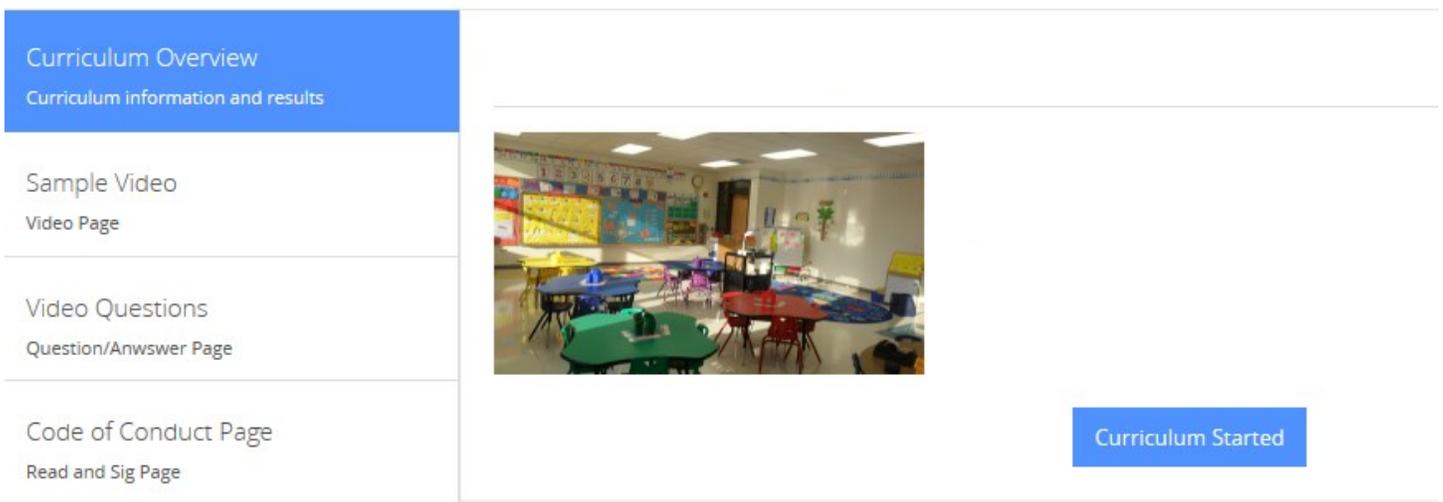
Please select only 1 option as to how you directly participate at the location in which you either work or volunteer.

5. Once you have completed the registration process, you will see your required curriculums. Click to start. If you are a Parish Employee, Parish Volunteer, or School Volunteer you are required to complete a background check. All Clergy, Deacons, and School Employees are required to have Live Scan fingerprinting.



The image shows a curriculum card for 'Safe Environment Curriculum - San Diego'. At the top is the coat of arms of the Diocese of San Diego. Below it, the text reads 'Safe Environment Curriculum - San Diego' followed by a grey box containing '5 Years'. Below that, it says 'Safe Environment Curriculum - San Diego' again. At the bottom is a blue button with a play icon and the text 'Start Curriculum'. A red arrow points to this button.

6. You must complete all sections within your required curriculum. Although it is not required, once you are finished, you can print a certificate. Your parish/school coordinator will also have access to check your compliance online.



The image shows a web interface for curriculum overview. On the left is a blue sidebar with the following links: 'Curriculum Overview' (with sub-link 'Curriculum information and results'), 'Sample Video' (with sub-link 'Video Page'), 'Video Questions' (with sub-link 'Question/Answer Page'), and 'Code of Conduct Page' (with sub-link 'Read and Sig Page'). The main content area features a photograph of a classroom with colorful tables and chairs. To the right of the photo is a blue button labeled 'Curriculum Started'.

Depending on your role with the Diocese, you may be required to have fingerprinting or a background check

For technical assistance, please click the **Support** tab.

You will be asked to further describe your issue so someone can assist you.