

CMGConnect

Diocese of Salina- Safe Environment Training Instructions

Getting Started:

- The safe environment training platform can be accessed at the Diocese of Salina's webpage <http://salinadiocese.org> or <https://salina.CMGconnect.org>. It is recommended to use Google Chrome for full functionality
- Register for a **New Account** by completing the required boxes. First name, last name, set up a username and password (*that you will remember*). **IF** you have already taken CMG training in the past you will already have an account and you can sign-in with that same username and password. Address phone number, email (*suggested, but not required*), and date of birth. Primary parish/ school, your role in the parish/school and how you participate in your parish or school. Select all that apply to you, but you **MUST** choose either **Employee/Volunteer (working WITH Children)**
OR
Employee/Volunteer (NOT working with Children)

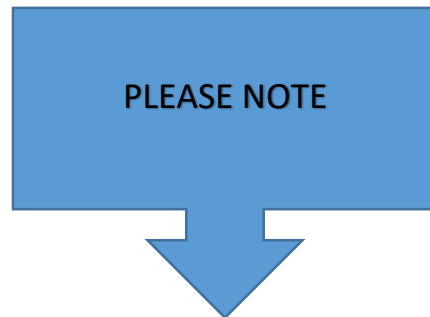
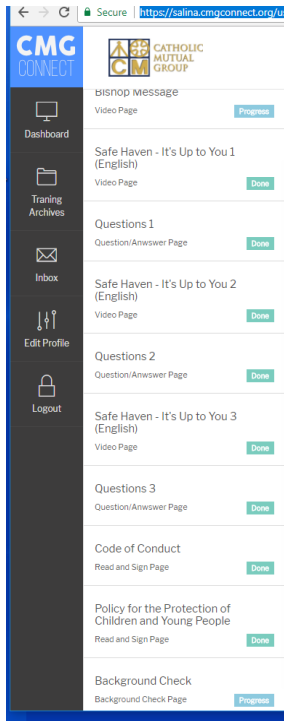
The screenshot shows the CMG Connect website interface. At the top, there is a navigation bar with 'CMG CONNECT', 'Salina', 'FAQ', 'SUPPORT', 'Language - en', and 'Sign In Here'. The main content area is divided into two sections. The left section is a welcome message with instructions on how to use the system. The right section is a registration form titled 'Register for a New Account'. The form has tabs for 'Account', 'Personal', and 'Affiliation'. The 'Account' tab is active, showing fields for 'First name', 'Middle name', 'Last name', 'Username', 'Password', and 'Password confirmation'. A red circle highlights the registration form area.

- Once you have completed all 3 registration screens, your required training will pop up. Begin the Required training, Safe Environment Curriculum-Salina by clicking **Start Curriculum**.

Required Trainings

The screenshot shows the 'Required Trainings' page. At the top, there is a navigation bar with 'CMG CONNECT', 'Salina', 'FAQ', 'SUPPORT', 'Language - en', and 'Sign In Here'. The main content area is a training card titled 'A. Safe Environment Curriculum - Salina'. The card includes a '5 Years' duration, a list of included content (Bishop Weisenburger's Message, Safe Haven - It's Up to You video segments, Quiz Questions, Code of Conduct, Policy Acknowledgement, Background Check), and a blue 'Start Curriculum' button. A red arrow points to the button.

- Complete *each* section of the training, starting with the Bishop’s message and ending with the background check. (You may have to scroll down to see all the required sections). As you complete each section they will show as “done” in the corresponding boxes.




PLEASE NOTE

Your background check will show “in progress” until the **Diocese** reviews it.

After review, the Diocese will certify you in the database, your background check will show “done” and CMG will notify you through email that your training is complete, background check is clear and you are ready to begin your ministry.

~If you did not provide an email at the time of registration CMG will notify you through the system inbox.

- Once you have completed everything, click the  to return to the main menu.

Thank you for completing the Safe Environment training for the Diocese of Salina.

If you have questions regarding your training, please contact your Parish/School Coordinator.

For additional support email cmgconnect@catholicmutual.org