## **New User Email Template:**

This training does take about 75 minutes to complete and needs to be completed in one sitting. You will view a series of 3 videos, answer 3 sets of questions, review a section on vulnerable adults, read the policy and code of conduct, social media guidelines and finally complete the background check.

To get started:

- 1. Please click the link salina.cmgconnect.org
- 2. Once to the website, you will register for a **NEW ACCOUNT** and follow the instructions on the left-hand side of the screen, ensuring you are filling out each field with the information based on **your role at your parish or school.** *If you are a volunteer catechist at a parish, please be sure to select volunteer not educator as your role.* Also note, if you enter an email address in the registration process, please make sure it is **not** an email address you share with a spouse or other family member.
- Once registered, a **REQUIRED TRAINING** will pop up called Safe Environment Curriculum- Salina -which does include an integrated background check. Please complete this training as assigned as you will not be able to start your ministry until this process is completed and your training is certified through the diocese.

Thank you for your cooperation as we continue our mission, *promise to protect, and pledge to heal*