

CMGConnect

Online Training Instructions

Diocese of San Diego — User Instructions

Rev 10/16/2018

Self-Register

1. Please access all training at <https://sandiego.cmgconnect.org/>
2. For those that want to complete the requirements in Spanish click on “language-en” (upper right hand corner) to select Spanish otherwise skip this step and proceed with step 3.
3. Create an account by completing all of the information in the next several screens starting with the below under “Register for a New Account”. If you have completed any training in the past, you already have an account. Please click on “Sign In Here” to login with your previous username and password. If you cannot remember your username and password, click “Forgot Password”.

The screenshot shows the CMG Connect website interface. The top navigation bar includes the CMG Connect logo, 'San Diego', 'FAQ', 'SUPPORT', 'Language - en', and a 'Sign In Here' button. The main content area is split into two panels. The left panel, titled 'Welcome to CMG Connect', provides information about the Diocese of San Diego Safe Environment Compliance System and includes a note about previous training. The right panel, titled 'Existing Accounts', offers instructions for users with or without existing accounts. Below this is the 'Register for a New Account' form, which is currently on the 'Account' step. The form includes fields for First name, Middle name, Last name, Username, Password, and Password confirmation, along with a 'Next Step' button.

4. Provide your address and other demographic information.

The screenshot shows the CMG Connect website interface, specifically the 'Personal' step of the registration process. The top navigation bar is the same as in the previous screenshot. The main content area is split into two panels. The left panel, titled 'Please complete all required fields...', provides a privacy notice. The right panel, titled 'Personal', contains the registration form. The form includes fields for Address 1, Address 2, City, State (a dropdown menu), Zipcode, Phone, Email, and Date of Birth (with dropdown menus for year, month, and day). A 'Next Step' button is visible at the bottom of the form.

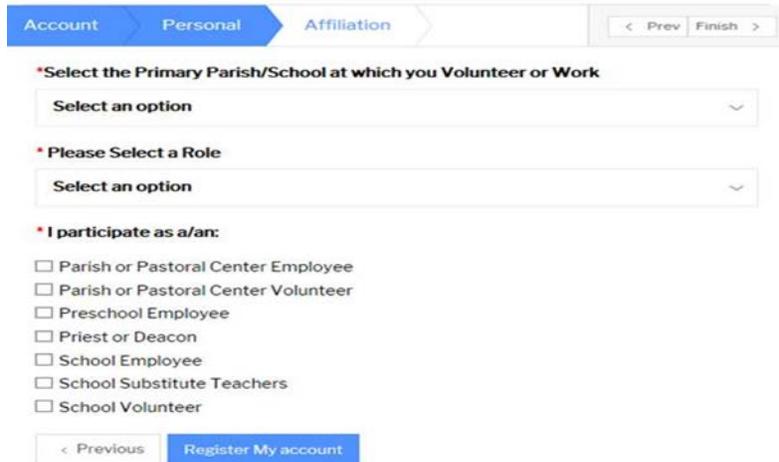
5. You will be asked 3 questions:

Select the **PARISH, SCHOOL** or **Preschool** were you are volunteering or employed in:

Select a **Role (employee or volunteer)**: 

I participate as a/an:

Note: The system will automatically assign the required training based on your answers. If you need assistance, please contact your location administrator or coordinator



Account Personal Affiliation < Prev Finish >

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

Select an option

* Please Select a Role

Select an option

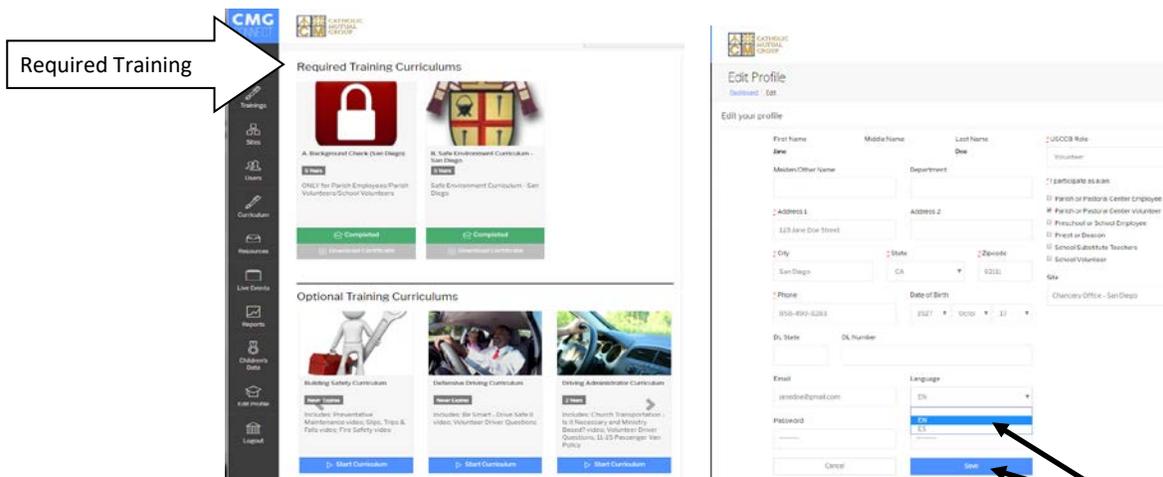
* I participate as a/an:

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

< Previous Register My account

6. You have successfully completed the registration process. Next you will be directed to your “Dashboard” to complete the “**Required Training Curriculums**”. There are some additional curriculums, as shown below, that you may be asked to complete, if applicable, such as the “Defensive Driving” curriculum.

- **Completing requirements in Spanish:** Before you begin you must FIRST click “Edit Profile” located on the left side of the screen and select “ES” and click “save” otherwise you will **not** be able to toggle back and forth especially after you have completed one of the curriculums.



Required Training

Required Training Curriculums

- A. Background Check Over Height
- B. Safe Environment Curriculum - San Diego

Optional Training Curriculums

- Building Safety Curriculum
- Defensive Driving Curriculum
- Driving Administrator Curriculum

Defensive Driving

Edit Profile

First Name Middle Name Last Name USCCB Role

Job Volunteer

Modern/Other Name Department

Address 1 Address 2

City State Zip

Phone Date of Birth

DL State DL Number

Email Language

Password

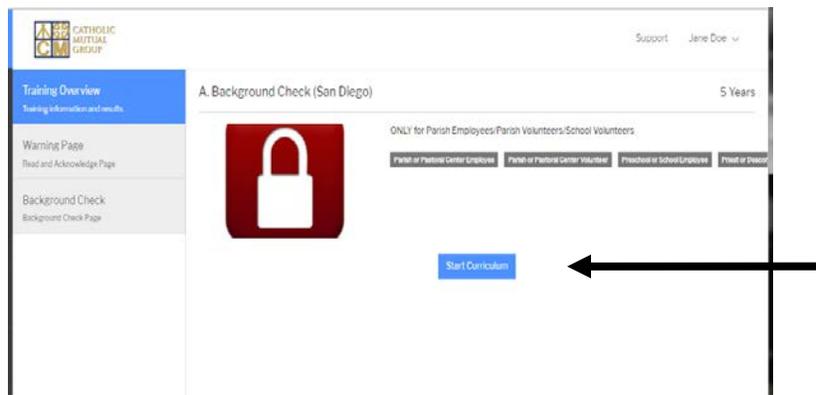
Cancel Save

Select ES for Spanish and click save.

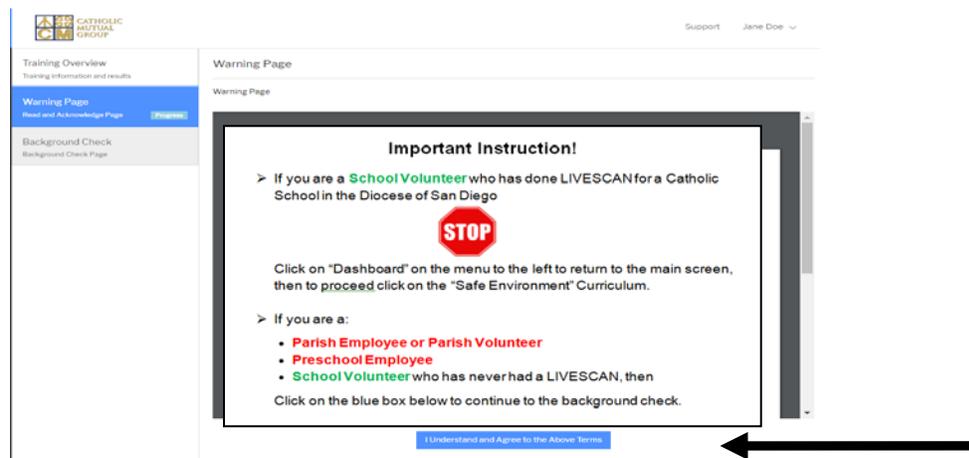
Important: For those that might drive will need to take an additional curriculum.

Select ES for Spanish and click save.

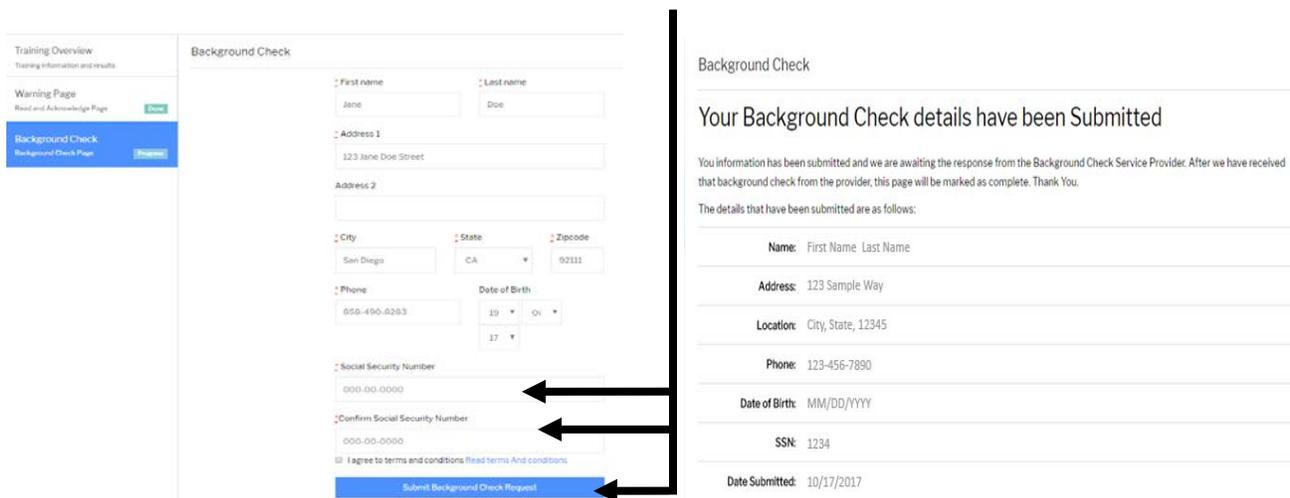
7. Starting with the background check - You will be directed to the below screen. Click “Start Curriculum”.



8. You will be presented with a “warning page” (sample below). **The warning message is intended School Volunteers.** IF you are a parish employee, parish volunteer, preschool employee or a school volunteer who has never had a live scan, then click on the blue button to continue with processing a background check thru CMG.



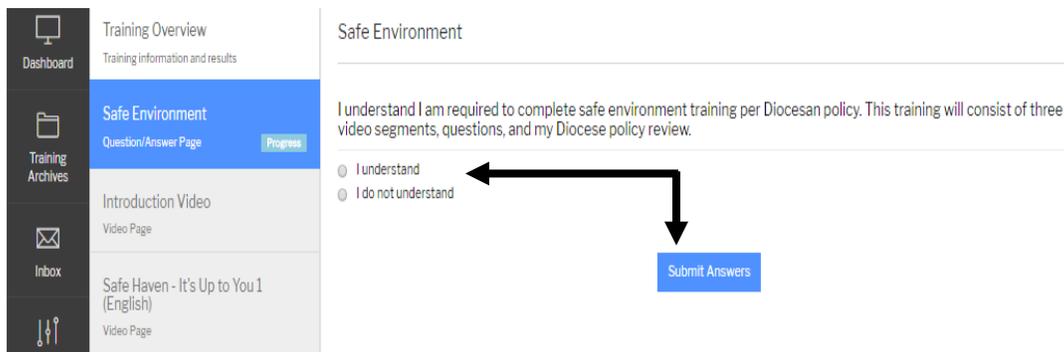
9. Next enter your SSN number twice then click “submit background check request”. You will receive a notice that your background was submitted. **Note:** “In Progress” means we are awaiting the response from the provider.



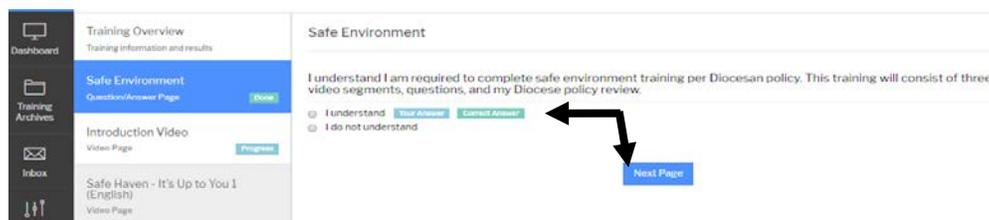
- From your Dashboard under required training curriculum click on “Safe Environment Curriculum” and click on “start curriculum” to begin viewing each segment.



- Next select the answer stating “I understand” followed by clicking “Submit Answer”



- Notice you are going thru step by step. Next you will select the answer stating “I understand” and click “Next Page”



- You now directed to view the first series of short videos. After completion your location administrator or coordinator will have access to check your compliance online and will notify you if needed.

