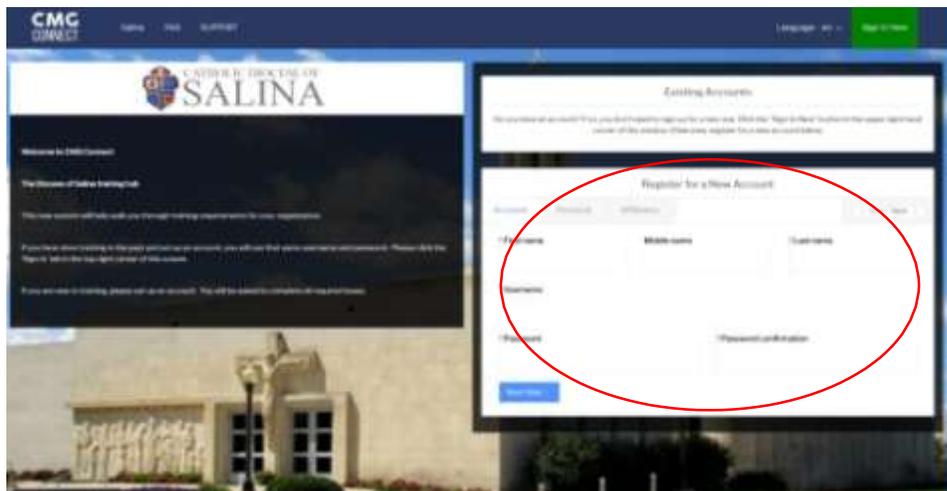


CMGConnect

Diocese of Salina- Safe Environment Training Instructions

Getting Started:

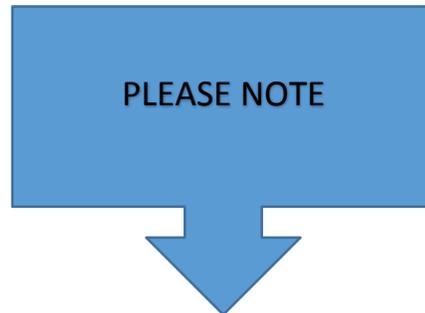
- The safe environment training platform can be accessed at the St. Thomas More website <http://stmmanhattan.com/Faith-Formation/CMGConnect> or Diocese of Salina's webpage <http://salinadiocese.org> or <https://salina.CMGconnect.org>. It is recommended to use Google Chrome for full functionality.
- Register 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 **Employee/Volunteer (working WITH Children)** .



- 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**.



- 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.



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 Alysia Baumann
reledsec@stmmanhattan.com | 785-776-5151

For additional support email cmgconnect@catholicmutual.org