

NEW USER INSTRUCTIONS



Using CMG Connect for the Diocese of Superior

<https://superior.cmgconnect.org>

Primary Site: _____

Site Coordinator: _____ Phone: _____

Training and background check must be completed no later than: _____

The Diocese of Superior thanks you for your willingness to comply with the Bishops' *Charter for the Protection of Children and Young People*. This very important process helps us safeguard our children. As a new or continuing employee or volunteer you are required to complete Safe Environment training and comply with a background check request. The Diocese of Superior uses CMG Connect – an online process created by Catholic Mutual Insurance. The training is a combination of videos with questions and Diocesan documents/information. Instructions for using CMG Connect are below.

Technology Needed

You may complete your training and background check authorization on any electronic device that has a browser, is connected to the internet, and has capability for sound.

It is very important to use your FULL LEGAL NAME – including middle name - when you create your account to assure accurate background check results. NO NICKNAMES, SHORTENED NAMES OR INITIALS PLEASE.

Creating an Account

Go to <https://superior.cmgconnect.org>. As a NEW user in this process, you will need to create an account by completing all the boxes under “Register for a New Account.” Information requested includes your address, primary site (parish or school), and how you participate. There are three “drop-downs” from which you will have to make a choice (shown below). If you are not sure where you fit in these categories, ask your Site Coordinator before you begin. By time you have finished creating your account, you will have progressed through three different account creation screens.

USCCB Code	Primary Site	Participation Category
<ul style="list-style-type: none">• Priest• Deacon• Candidate for Ordination• Educator• Employee• Volunteer	When you click on this, a list of all parishes and schools in the Diocese of Superior will “drop down.” The list is alphabetical by the parish/ school city. Select the parish or school where you will be doing most of your work. This should be written in at the top of this page. School employees select the school where they are working regardless of their primary place of worship.	<ul style="list-style-type: none">• Clergy• Catechetical Leader• Catholic School Teacher• Catholic School Employee• Catholic School Volunteer• Diocesan Employee• Parish Employee• Parish Volunteer• Religious Education Catechist• Mission Trip Chaperone

Once you have successfully logged in, you will be looking at your “Dashboard.” It will show you the required and optional training curriculums available to you. These have been customized based on your role in the parish and/or diocese. Click “Start Curriculum” under Safe Environment training to begin.

Successfully Completing the Training and Background Check

You are required to complete all parts of the Safe Environment training.

- Each section is listed on the left side of your screen.
- You do not have to complete all parts at the same time – however, you must FULLY COMPLETE a section before you log out or you will have to do the entire section over. Fully completed sections will show DONE in each box.
- On the last page of the training, you will be asked for some additional information to complete your background check. Please **double check** this information – especially the Social Security number - before it is submitted.

IMPORTANT

Information requested to complete the background check is NOT stored by the Diocese of Superior or CMG Connect. It goes directly to the background check vendor – Selection.com. It is used for the background check and for no other purpose.

- When finished, your curriculum will be shown as “In Progress” on your training dashboard until the background check is processed and your Charter Certification is approved by the Diocese of Superior. You can check on your status by logging in again. Allow a minimum of 1-2 working days for the Diocese to review your background check and determine your status.
- Once you have been approved, you can access your completion certificate by locating the curriculum on your dashboard and clicking the gray “Download Certificate” button under the completed curriculum.

Individuals who fail to complete the required training, refuse a background check, or refuse to supply information needed for the background check will be considered non-compliant with the Bishops’ Charter for the Protection of Children and Young People, will not be allowed to participate in activities with minors, and could be barred from employment or volunteer opportunities.

Thank you for your cooperation.