INSTRUCTIONS FOR RENEWING USERS

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: _____

User Name: _____ Password: _____

The Diocese of Superior thanks you for your continued 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 renewing employee or volunteer you are required to complete Safe Environment training and comply with a background check request every five years. 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.

You Already Have an Account!
Go to **https://superior.cmgconnect.org.** Because you are renewing your training and background check, you already have a CMG Connect account. This was created for you when the Diocese of Superior uploaded its information. You may have also created your own account if you completed any of the other training modules, such as Defensive Driving. Your Site Coordinator can supply your USER NAME and PASSWORD for you if necessary. If the Site Coordinator is not available or you are having any issues with logging in, please contact Kathy Drinkwine, Diocesan Safe Environment Coordinator at 715 394 0216 or at kdrinkwine@catholicdos.org or her assistant Tricia Jacobson at 715 394 0225 or at pjacobson@catholicdos.org.

You will not use the "Create a New Account" function. You enter the system by clicking on the green "Sign In Here" button. 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.

Changing Your Password
You may want to change your password to something more secure. While looking at your Dashboard, hover your mouse over the black bar on the left of your screen. Scroll down to "Edit Profile" – click on it. You will be able to change your password on that screen.

When the Diocese of Superior uploaded your information into the CMG Connect process, specific information about you had to be designated. Those designations are shown in the chart below. These designations assist the Diocese with the annual Charter audit and also help determine which training curriculums you need to complete.

USCCB Code	Primary Site	Participation Category
• Priest • Deacon • Candidate for Ordination • Educator • Employee • Volunteer	This is the parish or school where you are employed or volunteer. Teachers in our Catholic schools will be listed in that site regardless of where you worship or volunteer	• Clergy • Catechetical Leader • Catholic School Teacher • Catholic School Employee • Catholic School Volunteer • Diocesan Employee • Parish Employee • Parish Volunteer • Religious Education Catechist • Mission Trip Chaperone

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

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.