



CMG Connect New User Instructions

Primary Site: _____

Local Site
Coordinator: _____ Phone: _____

Deadline for Completion: _____

This is where you start!

<https://superior.cmgconnect.org>

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 employee or volunteer you are required to complete the Safe Environment Training and authorize a background check. To accomplish this, the Diocese of Superior uses **CMG Connect**, an online process created by Catholic Mutual Insurance. The training is a combination of videos with questions to answer and Diocesan documents/information.

Let's Get Started!

- You will need a device with a browser and sound and a connection to the internet.
- Go to <https://superior.cmgconnect.org>.
- As a NEW user you will need to create an account. There are three tabs of information you will need to complete. You have to provide all information to move forward.
- Be sure to record your Username and Password as you will need this information each time you access this site.
- On the last tab, there are three dropdowns from which you must make choices:

USCCB Code Choices

- Priest
- Deacon
- Candidate for Ordination (seminarians and deacons-in-training)
- Educator (principals and teachers in Catholic school – NOT religious education catechists)
- Employee (of a parish, school, or diocese)
- Volunteer (all those who give of their time in so many ways to support the Catholic Church)

Primary Site Choice

This is a list of all parishes and Catholic schools in the Diocese of Superior. Look for your site based on the CITY in which it is located. DO NOT attempt to enter the name of the church or school as there are many duplicate names among our churches.

Participation Category Choice

There are 17 choices in this group. PLEASE CHOOSE JUST ONE – YOUR PRIMARY ROLE! If not sure, speak with your Local Site Coordinator. There are also definitions for each of these categories on the opening page of CMG Connect.

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| A. Pastor | J. Religious Education Catechist |
| B. Parochial Administrator | K. Parish Volunteer |
| C. Parish Life Coordinator | L. Catholic School Principal |
| D. Clergy (not listed above) | M. Catholic School Secretary and/or Bookkeeper |
| E. Parish Director | N. Catholic School Teacher |
| F. Parish Business Manager/Administrator | O. Catholic School Employee (not listed above) |
| G. Parish Secretary and/or Bookkeeper | P. Catholic School Volunteer |
| H. DRE/CRE/Youth Minister | Q. Diocesan Employee |
| I. Parish Employee (not listed above) | |

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

Once you have successfully logged in, you will be looking at your “dashboard.” Click “Start Curriculum” under the Safe Environment training to begin.

Good Things to Know!

- You are required to complete all parts of the Safe Environment training.
- The system requires you to fully complete a section before you can go forward to the next. Skipping a section is not allowed.
- You do not have to complete all sections of the training 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 again. 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 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 no other purpose.

- When finished with the training, your curriculum will be shown as “In Progress” until the background check results are received by the Diocese of Superior. Background checks take 1 – 15 days to be processed. Once available, the Diocese of Superior will review the results.
- Once your background check has been reviewed, you have the option of printing a certificate. Please understand that the certificate simply attests to the completion of the training. It is NOT proof that you have successfully passed the background check.
- Safe Environment training and background checks are to be renewed every five years. At the appropriate time, you will log into this account you just created and repeat the required curriculums.

Individuals who fail to complete the required training, refuse a background check, or refuse to supply the information needed for a background check will be considered non-compliant with the Bishops’ Charter for the Protection of Children and Young People.

Those not in compliance will not be allowed to participate in activities with minors within the Church, will be barred from employment within the Church, and could be barred from other volunteer activities.

THANK YOU FOR YOUR COOPERATION.