

Name: _____

Username: _____

Password: _____

Local Site

Coordinator: _____ Phone: _____

Deadline for Completion: _____

This is where you start!

<https://superior.cmgconnect.org>

CMG Connect Renewing User Instructions

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.

You Already Have an Account!

The Diocese of Superior created an account for you when it converted to *CMG Connect* in July 2018. Your local site coordinator should have supplied your **Username** and **Password** above. Use this information to log into your account. The first time you log into your account you will get an error message about the "1234" password. This is a default password. You will need to change it to something more secure before you will be able to access your account. If you are not able to log into your account, please contact the Diocesan Safe Environment Coordinator Kathy Drinkwine at kdrinkwine@catholicdos.org or 715 394 0216 for assistance. **DO NOT CREATE A NEW ACCOUNT.**

Once you have successfully logged in, the Safe Environment training is readily visible. Click on it to begin. Please understand that you must:

- Complete your renewal of training and background check by the date listed above. Adults with expired background checks and training must be removed from all ministries with minors until the renewal is completed and the new background check is approved by the Diocese of Superior.
- Complete all parts of the Safe Environment training in sequential order. You are not allowed to omit sections or skip forward.
- 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.

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.