

# CMGConnect

## DIOCESE OF SALT LAKE CITY




### ***Safe Environment Training***

#### Getting Started:

1. Go to <https://SaltLakeCity.cmgconnect.org/>
2. **Create a new account:** by completing all the boxes under the **Register for a New Account** area. This includes your address, primary parish, and how you participate at your parish or school. *If you have questions please contact your parish/school coordinator.*

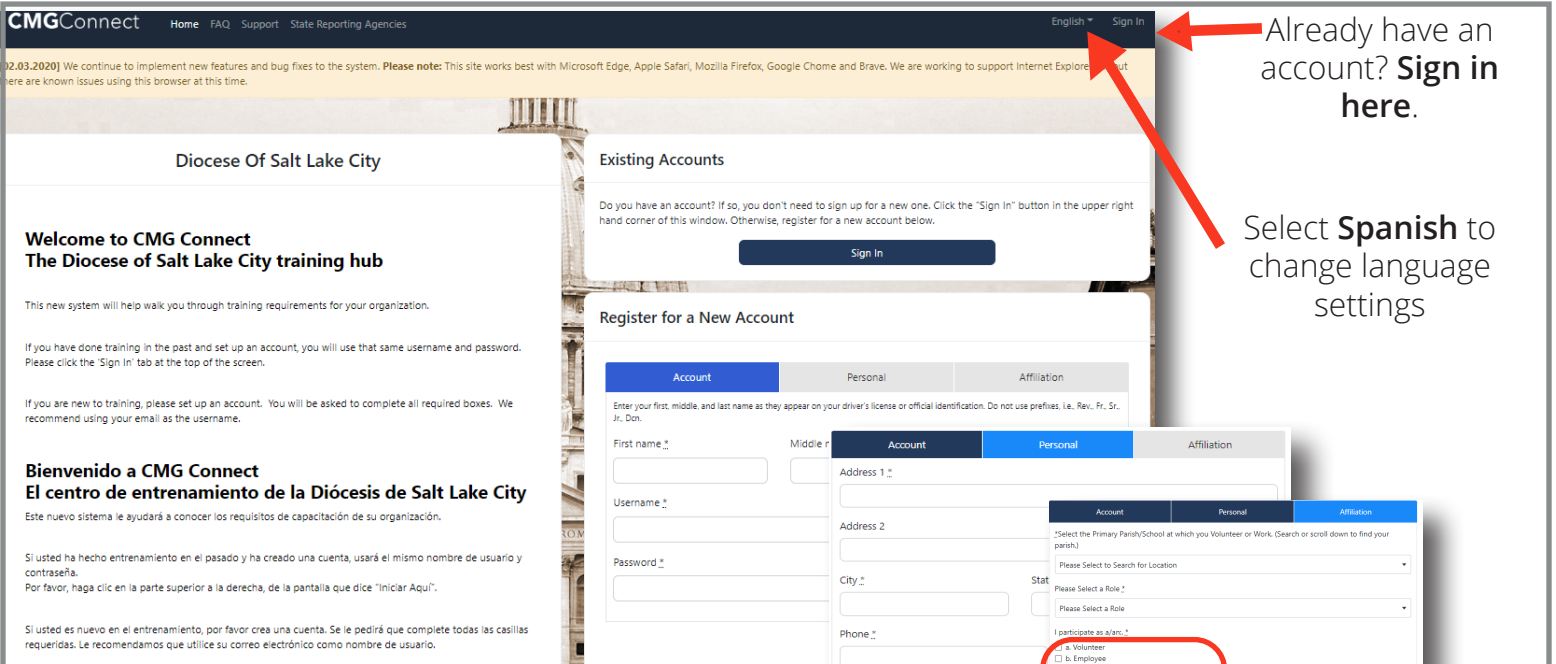
**Already have an account?:** Click **'Sign In'** at the top right corner of the page. If you do not remember your login information, please click the blue **'Support'** button at the bottom right corner of the page.

3. Your dashboard will show you the required and optional training curriculums that have been customized for your particular role within the Diocese.
4. Click  under the Safe Environment Training to begin.
5. On the last page fo the curriculum, submit your background check information. *The curriculum will be marked **'Resume'** until your background check is processed and reviewed by the Diocese. Processing can take up to 7-10 business days.*
6. If needed, you can access your completion certificate after you are certified by returning to the training dashboard and clicking **Print Certificate**.



For technical assistance, contact us via the  button found in the bottom right corner of the web page.

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- You will progress through ALL three account creation screens then click **Register** to complete your profile set-up. *If you are unsure of which participation category to select, please contact your site coordinator or the Diocese.*

- On your dashboard, click **Start** to open the **Safe Environment** training option.

- Progress through the training sections—as you complete each page, it will be marked as **✓** to show that the segment is finished.

- The curriculum will show **Resume** on your training dashboard UNTIL you background check details are processed and your certification is approved by the Diocese. **Note: Background check processing can take up to 7-10 business days.**

- Once you have been certified, a completion certificate will be available under the finished module on your dashboard. Click the **'Print Certificate'** button to access.

