

CMGConnect


DIOCESE OF ST CLOUD



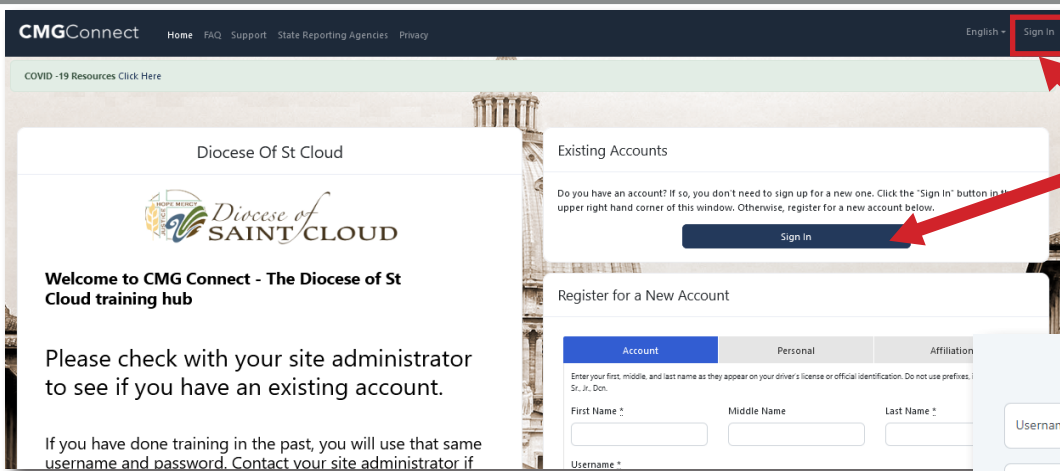
End-User Instructions

1. Go to <https://StCloud.cmgconnect.org>
2. Click **Sign in** in the upper right corner of the web page to log into your existing CMG Connect account. **Please do not register for a new account.**
*If you do not remember your username/password and have an email address on your account, click the **Forgot Username** or **Forgot Password** option to receive instructions. For additional assistance, contact your local coordinator or CMG Connect via the blue Support button in the lower right corner.*
3. Before completing your training, please review and update your profile information. Click the **Edit Profile** button on the left side of the screen to see your current details. When finished making changes, click **Update Profile** to save.
4. Click **Start** to open the **Safe Environment RENEWAL Training, Policy Acknowledgement, and Background Check (St Cloud)** module posted under the Required Trainings area of your dashboard.
5. On the last page of 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  Support button found in the bottom right corner of the web page.

Last Updated: 06/20/2023



Click **Sign In** to access your account using your existing credentials.

PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU HAVE TAKEN TRAINING PREVIOUSLY.

- Log in to your existing account by clicking the **Sign In** button in the upper right corner of the landing page. Please contact cmgconnect@catholicmutual.org or click the  **Support** button if you do not remember your username/password or need additional assistance accessing your account.
- On your main dashboard, locate your customized required **Safe Environment RENEWAL Training, Policy Acknowledgement, and Background Check (St. Cloud)** and click  to begin.
- Complete each of the training sections—as you finish page, it will be marked with a green check mark (✓) to show that your progress is saved.
- On the last page of the curriculum, enter your background check details. Please make sure ALL details are accurate before clicking “Submit Background Check Request”. Enter your name as it appears on your government issued identification.
- The curriculum will show **Resume** on your training dashboard until AFTER your 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 gray **Print Certificate** button to access the PDF.

Account Login

Username

Password

Remember me

Sign in

[Forgot Username?](#) [Forget Password?](#)

Please note:
If you have not created an account in the system, you may actually already have an account in the system that was imported by your Diocesan Safe Environment office.

DIOCESE OF ST CLOUD

Safe Environment RENEWAL Training
ONLY complete if training & background check are expiring

Safe Environment RENEWAL Training, Policy Acknowledgement, and Background Check (St. Cloud)

REQUIRED if: 1. You have safe environment training that is expiring, 2. You have a background check that is expir...

Start

Complete

Print Certificate