CMGConnect DIOCESE OF ST CLOUD



End-User Instructions

- 1. Go to https://StCloud.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.
- 3. Click Start () to open the *Safe Environment Training, Policy Acknowledgement, and Background Check (St Cloud)* module posted under the Required Trainings area of your dashboard.
- 4. 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.*
- 5. 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 ⁽²⁾ support button found in the bottom right corner of the web page.

CMGConnect Home FAQ Support State Reporting Agencies Privacy		English - Sign In
COVID - 19 Resources Click Here		
Diocese Of St Cloud	Existing Accounts	
Welcome to CMG Connect - The Diocese of St Cloud training hub	Do you have an account? If so, you don't need to sign up for a new one. Click th upper right hand corner of this window. Otherwise, register for a new account b Sign in Register for a New Account	Click Here to change language settings to "Spanish" before
Please check with your site administrator to see if you have an existing account. If you have done training in the past, you will use that same username and password. Contact your site administrator if you have questions. Please click the 'Sign In Here' tab in the top right corner of this screen. If you are new to training, please set up an account. You will be asked to complete all required boxes.	Account Personal Entry your first, middle, and last name as they appear on your driver's loanse or efficial identification. D Account First Name 1 Address 1 1 Address 2 Address 2 Password 1 City 1 Phone 1 Phone 1	Affiliation Personal Affiliation State: Stat
 NEW ACCOUNTS: Progress thr creation screens in the <i>Register for</i> click Register to complete yo On your main dashboard, locate th <i>Environment Training, Policy Ackne</i> and Background Check (St Cloud) 	rough all three account a New Account area then our profile set-up. ne Safe owledgement, module and click	I participate as A/an; * 3 • Ciergy/Religious Docest/Parish Employee • Diocest/Parish Employee Diocest/Parish Mounter • Diver (select in addition to other categories) Brevious Education Instructor • Safety/Building Coordinator Safety/Building Coordinator • School Employee School Employee • School Volunteer Previous
 Start to begin. Complete each of the training section page, it will be marked with a green to show that your progress is saved. On the last page of the curriculum, 	ons—as you finish n check mark (🖌) d. enter your	DIOCESE OF Safe Environment Training NEW Employees & Volunteers
background check details. Please m ALL details are accurate before clic Background Check Request". Enter appears on your government issue	hake sure king "Submit r your name as it ed identification.	Safe Environment Training, Policy Acknowledgement, and Background Check (St Cloud) REQUIRED if: 1. You are a New Employee 2. You are New Volunteer
• The curriculum will show Resume dashboard until AFTER your backgr details are processed and your cer approved by the Diocese. <i>Note: Ba</i> <i>processing can take up to 7-10 busin</i>	on your training round check tification is ackground check pess days.	Complete 🥥
 Once you have been certified, a co certificate will be available under th on your dashboard. Click the gray I button to access the PDF. 	mpletion ne finished module Print Certificate	Print Certificate 🖨

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