

# CMGConnect

## DIOCESE OF ST CLOUD



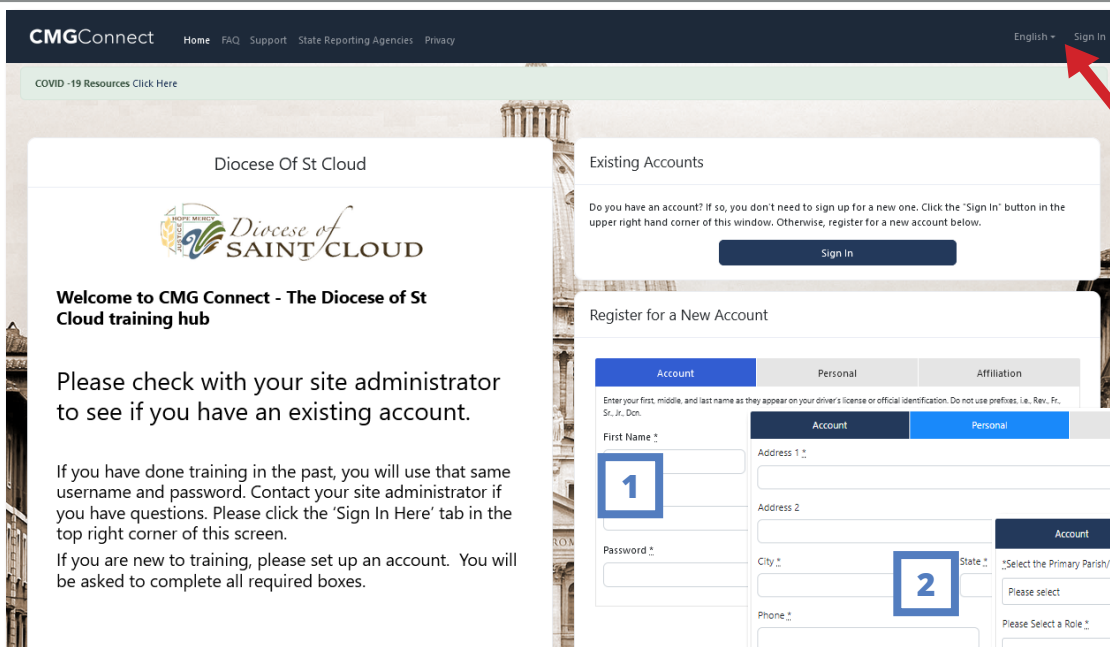
### ***End-User Instructions***

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  Support button found in the bottom right corner of the web page.

Last Updated: 06/20/2023



Click Here to change language settings to "Spanish" before creating a new account.

**NEW ACCOUNTS:** Progress through all three account creation screens in the *Register for a New Account* area then click **Register** to complete your profile set-up.

- On your main dashboard, locate the **Safe Environment Training, Policy Acknowledgement, and Background Check (St Cloud)** module and click **Start** 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.

