# CMGConnect
# DIOCESE OF ST CLOUD



**HOPE MERCY JUSTICE**
**DIOCESE OF ST CLOUD**
**Vulnerable Adults Training**
_ONLY_ for those working
with Senior Adults

# *Vulnerable Adults Training Instructions*

1. Go to https://StCloud.cmgconnect.org

2. **Have you completed training for the Diocese in the past?**
   If so, you may have an account already. Check with your parish or school Safe Environment Coordinator for your username and password. Click **Sign In** at the top right of the page to access your training. **PLEASE DO NOT CREATE A NEW ACCOUNT.**

   **New to training?** Create a new account under the *Register for a New Account* area by completing all the boxes. This includes address, primary parish, and how you participate at your parish or school. To view this training please select either *Befrienders*, *Homebound Eucharistic Ministers & Visitors* OR *Parish Care Facility Visitors* as your participation category. If you have questions about what category to select, please contact your local parish/school coordinator.

3. Click **Start ⊕** to open the *Vulnerable Adults Training - 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**.

**CATHOLIC MUTUAL GROUP**

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

*Last Updated: 06/27/2023*
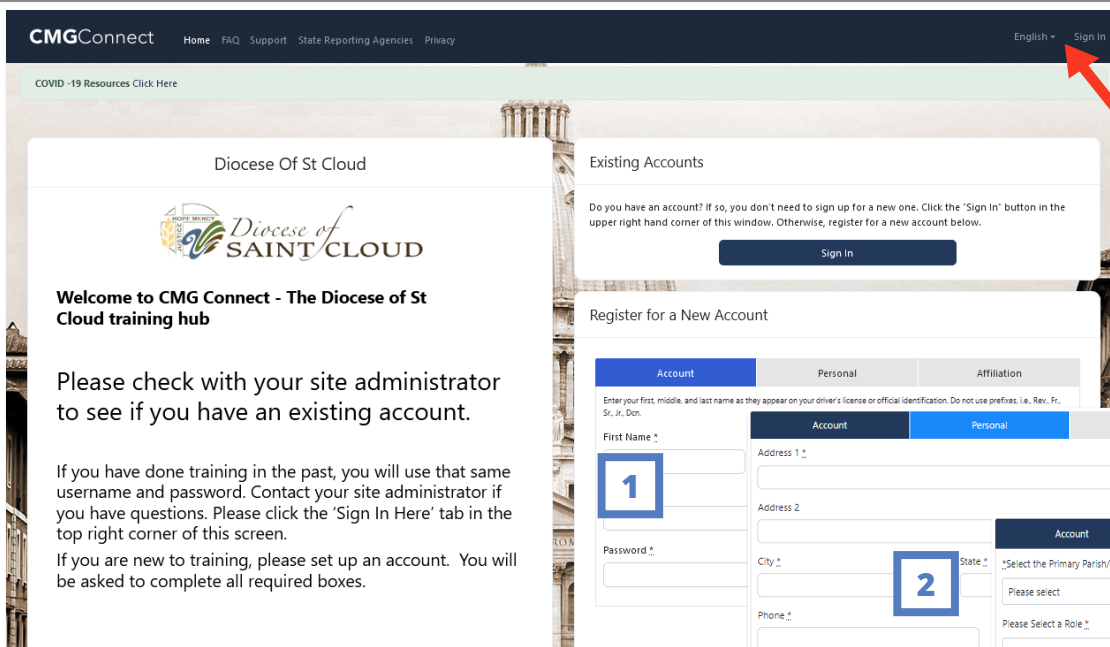
**Click Here** to change language settings to "Spanish" before creating a new account.

**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 *Vulnerable Adults Training - 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.

**https://StCloud.CMGConnect.org/**