

# CMGConnect

## DIOCESE OF CHEYENNE




### **Safe Environment Training Instructions**

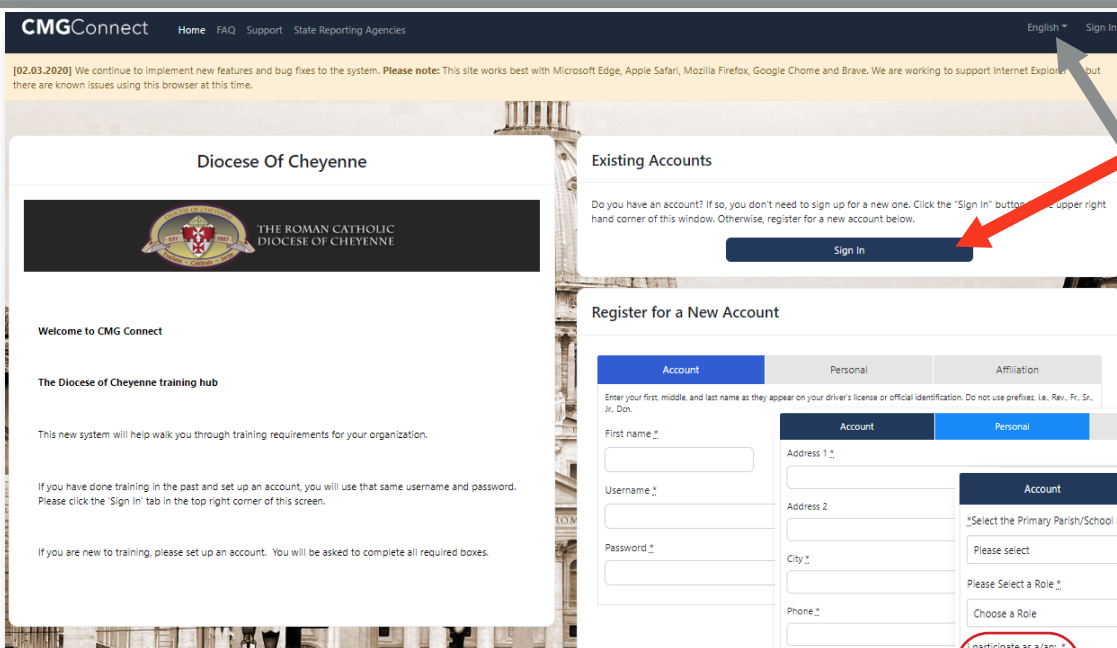
1. Go to <https://cheyenne.cmgconnect.org/>

**New to training?** 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.*

**Users with previous training?** If you have done training in the past, an account has been created for you. Click the **Sign In** button in the upper right corner of the page. Your username is formatted as a combination of: **firstname(.)lastname(.)doc** and password **1234**. *Example: John.Smith.doc*

2. You will be prompted to update to a more secure password the first time you sign in. Once the new password is saved, return to the sign in page and use your new credentials to access your training.
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 **Safe Environment Training - Cheyenne**.
5. On the last page of the curriculum, submit your background check information. *Your curriculum will be marked as "Resume" until your background check results are complete. Processing can take up to 7-10 business days.*
6. If needed, you can access your completion certificate after your account is certified. Return to your training dashboard and click the gray **Print Certificate** button.





Click **Sign In** to log in with your current username and password.

Change language settings from the dropdown to set up a new account in Spanish.

**Register for a New Account**

Account Personal Affiliation

Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Fr., Sr., Jr., Don.

First name \*

Address 1 \*

Address 2 \*

City \*

Phone \*

Date of Birth \*

Account Personal Affiliation

\*Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

Please select

Please Select a Role \*

Choose a Role

I participate as a/an: \*

- Clergy/Religious
- Parish Employee
- Parish Volunteer
- School Employee
- School Volunteer

Previous Register

• 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.*

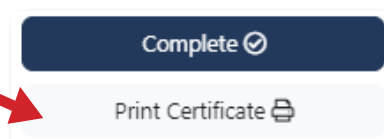
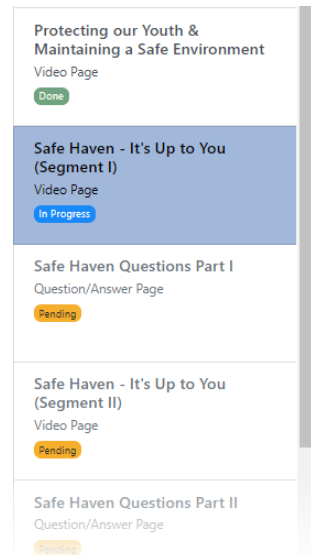
• On your dashboard, click **Start** to open up the **Safe Environment** training option.

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

• 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.



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