

CMG Connect

Online Training Instructions

Self-Register

1. Please access all training at www.CMGconnect.org, or from a link on your diocesan webpage. These screen prints are samples only—these will help during your account set-up and accessing the training.
2. Create an account by completing all of the information in the next several screens. If you have done training in the past, you already have an account. Please login with your previous username and password. If you cannot remember your username and password, please click the FAQ or the Support tab for additional information.

The screenshot displays the CMG Connect website interface. At the top, there is a dark blue navigation bar with the CMG Connect logo on the left, and links for 'La Crosse', 'FAQ', and 'SUPPORT' in the center. On the right side of the navigation bar, there is a language dropdown set to 'en' and a green 'Sign In Here' button. Below the navigation bar, the main content area is split into two columns. The left column features a dark background with a light-colored building image and white text. The right column contains two white panels with dark borders. The top panel is titled 'Existing Accounts' and contains text explaining the 'Sign In Here' button. The bottom panel is titled 'Register for a New Account' and shows a multi-step registration form with tabs for 'Account', 'Personal', and 'Affiliation'. The 'Account' tab is active. A blue notification box at the top of the registration form says 'Notice! Signed out successfully.' The registration form includes fields for 'First name', 'Middle name', 'Last name', 'Username', 'Password', and 'Password confirmation', each with a red asterisk indicating it is required. A blue 'Next Step >' button is located at the bottom of the registration form.

CMG CONNECT La Crosse FAQ SUPPORT Language - en **Sign In Here**

Welcome to CMG Connect

The Diocese of La Crosse training hub

This new system will help walk you through training requirements for your organization.

If you have done training in the past and set up an account, you will use that same username and password. Please click the 'Sign In' 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.

Existing Accounts

Do you have an account? If so, you don't need to sign up for a new one. Click the "Sign In Here" button in the upper right hand corner of this window. Otherwise, register for a new account below.

Register for a New Account

Account Personal Affiliation < Prev Next >

Notice! Signed out successfully.

* First name Middle name * Last name

* Username

* Password * Password confirmation

Next Step >

3. You will be asked to provide your address.

CMG CONNECT Albany FAQ Support Sign In

Please provide your address and demographic data.

Account Personal Affiliation < Prev Next >

* Address 1 Address 2

* City * State * Zipcode

* Phone

< Previous Next Step >

4. You will be asked to provide your primary parish.

CMG CONNECT Albany FAQ Support Sign In

Please provide your parish or school. If you volunteer at more than one location, you will be given an opportunity to select additional locations. You will also need to select how you participate with your parish or school. Please select all the labels or job duties that apply to your service to the Church.

Account Personal Affiliation < Prev Finish >

* Select Site

Select an option

* I participate as a/an (select all that apply):

Clergy/Religious

Employee

Parish Administrator

Volunteer

< Previous Register My account

5. Next you will select how you participate within your parish or school. Please select all the job descriptions that are applicable to how you work or volunteer at your location. This allows the platform to automatically assign training that your Arch/Diocese requires you take.

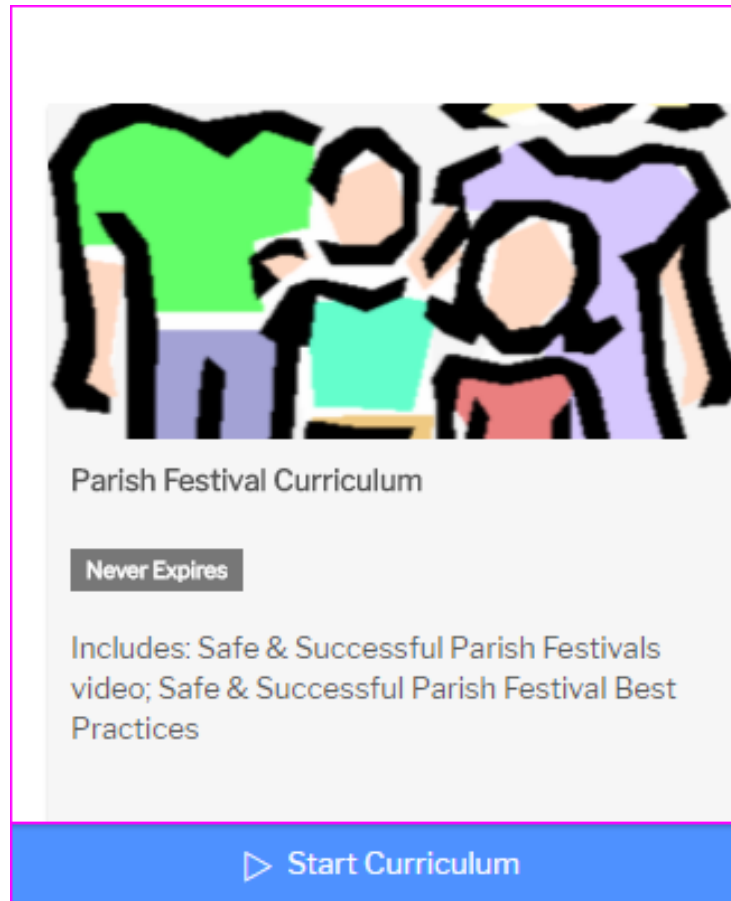
6. Once you have completed the registration process, you will see your required curriculums.

The screenshot shows the CMG Connect dashboard. At the top left is the CMG CONNECT logo. To its right is the CATHOLIC MUTUAL GROUP logo. In the top right corner, there is a 'Support' link and a camera icon. A dark sidebar on the left contains navigation links: Dashboard, Events, Edit Profile, and Logout. A blue notification banner at the top reads 'Notice! Signed in successfully.' The main content area is titled 'Required Curriculums' and features a large image of a classroom. Below the image is a card for '3 Years 0 Month' with the text 'This is the sample Safe Environment Training.' To the right, a 'Resources' section lists categories: Clergy/Religious, Employee, Parish Administrator, and Volunteer.

7. Locate the **Optional Trainings** section

This screenshot shows the same dashboard but with the 'Optional Trainings' section highlighted. A large orange arrow points to this section. The 'Required Trainings' section above it shows 'Defensive Driving Curriculum' with a 'Never Expires' tag and a 'Start Curriculum' button. The 'Optional Trainings' section contains three cards: 'A. Technology Training for Parents' (includes a safe haven video), 'A. Cyber Security eLearning Series' (includes cyber security video), and 'Bloodborne Pathogens' (includes a pathogen video). Each card has a 'Start Curriculum' button. The 'Resources' sidebar on the right remains visible.

8. Select the **Parish Festival Curriculum**



The image shows a digital card for the Parish Festival Curriculum. At the top is a stylized illustration of four people in various colored shirts (green, purple, teal, red) with thick black outlines. Below the illustration, the text reads "Parish Festival Curriculum". Underneath that is a grey button with the text "Never Expires". Further down, it lists the contents: "Includes: Safe & Successful Parish Festivals video; Safe & Successful Parish Festival Best Practices". At the bottom of the card is a blue button with a white play icon and the text "Start Curriculum".

9. You must complete all sections within your required curriculum. Although it is not required, once you are finished, you can print a certificate. Your parish coordinator will also have access to check your compliance online.

*For technical assistance, click the **Support** tab. You will be asked to further describe your issue so someone can assist you.*