

CMGConnect

PERSONAL ORDINARIATE OF THE CHAIR OF ST PETER



The PERSONAL ORDINARIATE
of the CHAIR OF SAINT PETER

Safe Environment & Background Check
EMPLOYEE/EDUCATORS/CLERGY/
CANDIDATES/SEMINARIANS TRAINING

ONLINE Training:
"Safe Haven - It's Up to You"



The PERSONAL ORDINARIATE
of the CHAIR OF SAINT PETER

Safe Environment & Background Check
VOLUNTEER TRAINING

ONLINE Training:
"Safe Haven - It's Up to You"

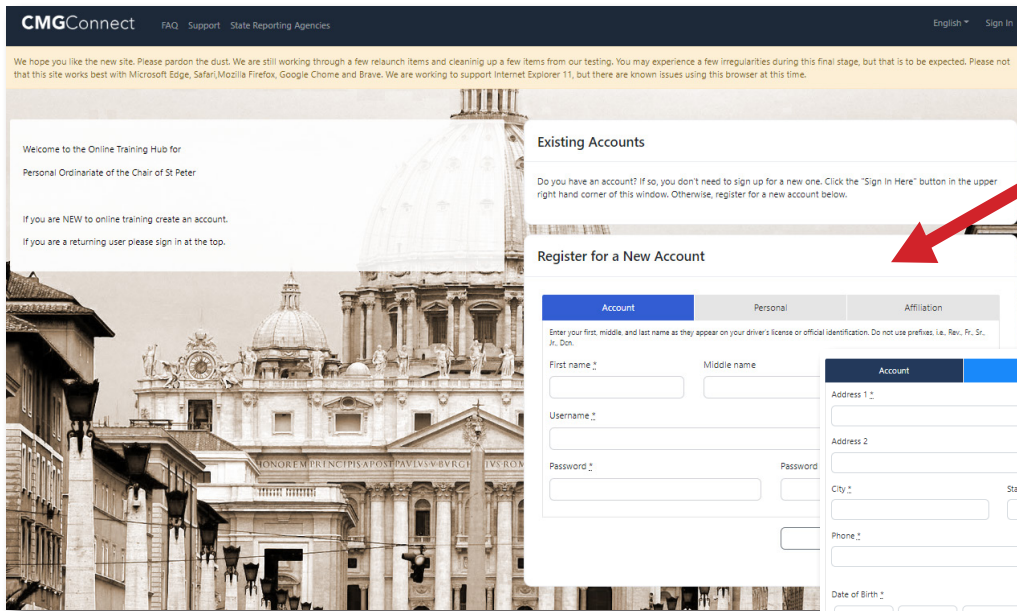
Online Training Instructions

1. Go to <https://Personal-Ordinariate-of-the-Chair-of-St-Peter.CMGConnect.org/>
2. **Users with NO previous training:** You will need to create a new account by completing all of the boxes under the **'Register for New Account'** section (address, primary parish, and how you participate). Your selected category will be one of the **'NEW'** options. *If you have questions about which option(s) to select, please contact your safe environment coordinator.*
3. Click **Start** under your custom Safe Environment Curriculum on your dashboard.
4. On the last page of the curriculum, verify your background check details.
*You **must** pay the cost of your background screening unless you have specific directions from your parish that the parish will pay this cost. If you are uncertain, contact your parish safe environment coordinator before proceeding.*
5. When you have confirmed that all of your information is entered correctly, select the Terms & Conditions check box then click **Submit Background Check Request.**
PLEASE NOTE: *Your training will be marked as "Resume" until the background check results are completed and approved. Processing can take up to 7-10 business days.*
6. If you have a valid email address associated with your account, you will receive a notification from webmaster@cmgconnect.org upon your approved certification.

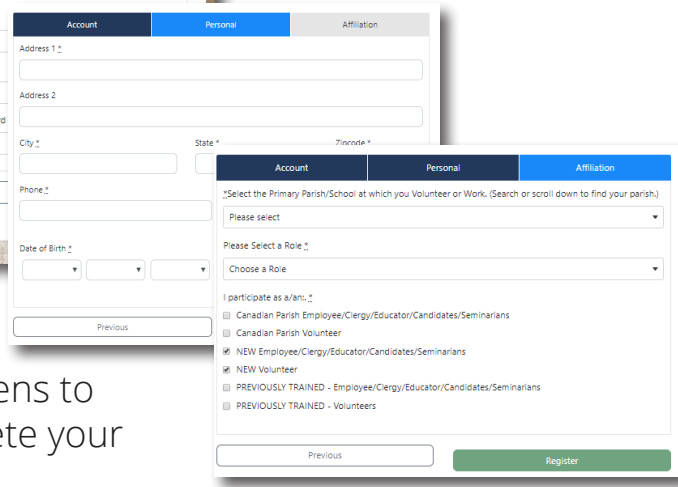



For technical assistance, contact us via the  Support button found in the bottom right corner of the web page.


Last Updated: 09/10/20



Complete the steps under the *Register for a New Account* section of the page to create your profile



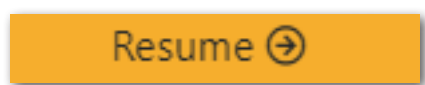
- **Register for a New Account:** Fill out your information in ALL three account creation screens to register your account. Click **Register** to complete your set-up.
Please contact cmgconnect@catholicmutual.org or click the  button if you need assistance accessing your account

- On your main dashboard, locate your customized required **Safe Environment Training** and click  to begin.

- Complete all the pages within the training. Each box will be marked as  as your progress is saved.



- On the last page of the training, submit your background check details*. **Please fill in all information as shown on legal documentation.**
- Your training module will remain marked with **“Resume”** until your results are complete. Background checks can take up to 7-10 business days to process.



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