CMGConnect

DIOCESE OF SPRINGFIELD IN ILLINOIS



Safe Environment

Catholic Charities: Need to Complete Safe Environment Training

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

2. New to training? If you have never completed any trainings including past training with Protecting God's Children: Create a new account by completing all the boxes under the *Register for a New Account* area. **Enter the following:**
   USCCB Role: Volunteer
   Location: Catholic Charities-Springfield, IL
   Category: Diocesan Employee
   If you have questions please contact humanresources@cc.dio.org

3. For Safe Environment training: Click Start under *A. Safe Environment Training & Background Check - Diocese of Springfield in Illinois*.

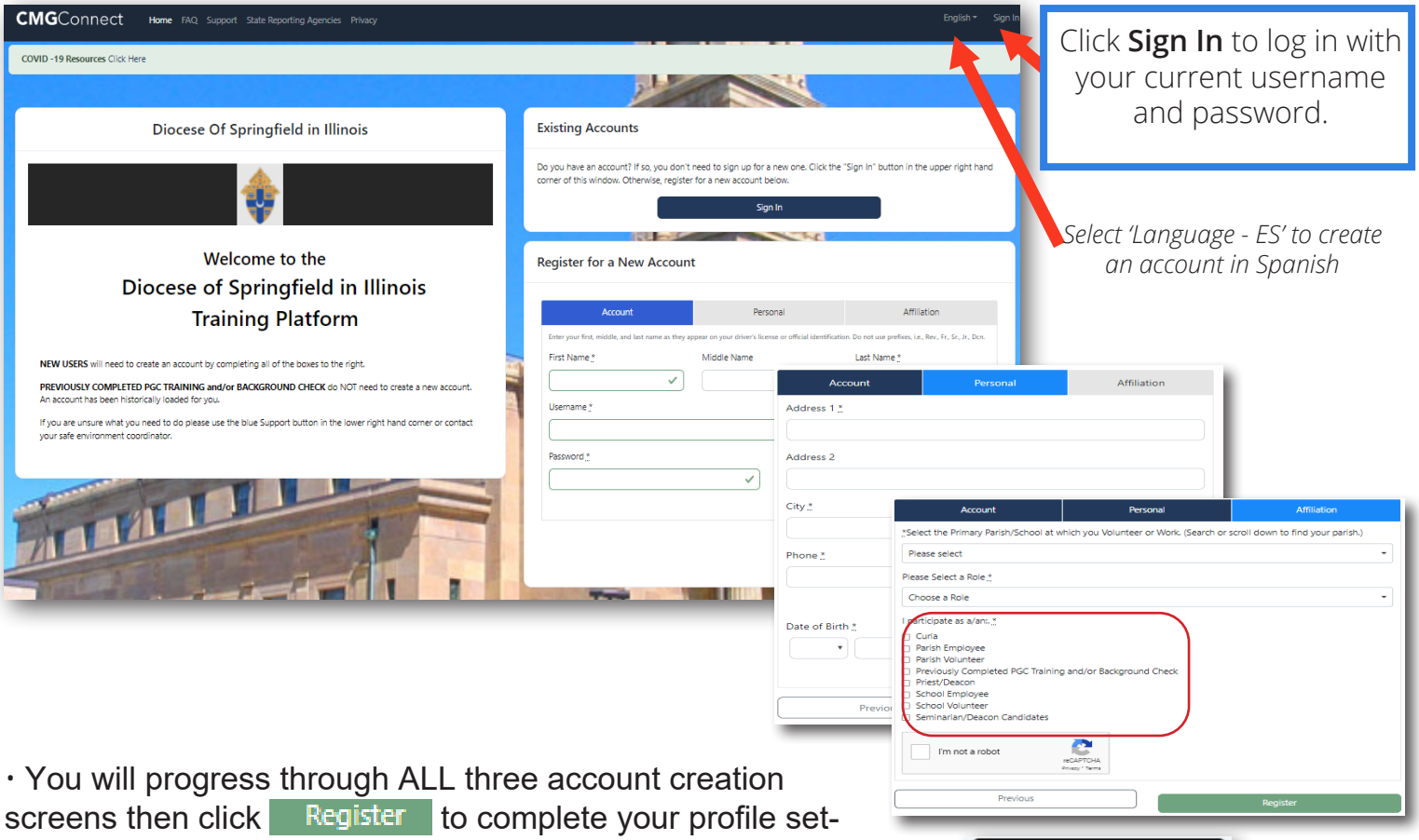
4. On the last page of the curriculum, submit your background check information. Please enter your name as listed on your government issued identification. NOTE: The training will show as *Resume* until your background check is processed and reviewed by the Diocese. This can take up to 7-10 business days.

5. 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 more information, please use your FAQ or Support tab at the top of the screen.

Last Updated: 10/07/2022

CATHOLIC MUTUAL GROUP

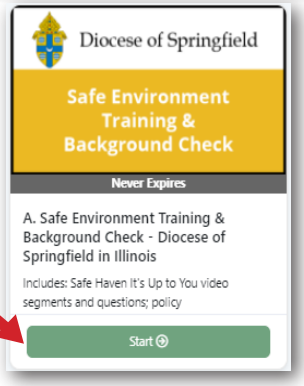


Click **Sign In** to log in with your current username and password.

Select 'Language - ES' to create an account in Spanish

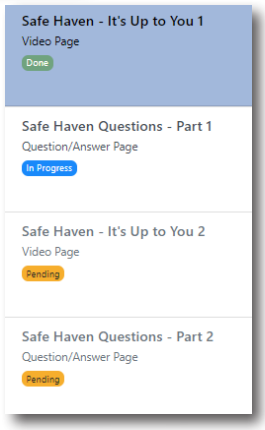
• You will progress through ALL three account creation screens then click Register to complete your profile set-up. *If you are unsure of which participation category to select, please contact the Director of Human Resources*

• On your dashboard, click Start to open up the training.

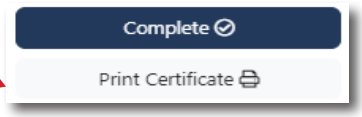


• Progress through the training sections—as you complete each page, it will be marked as Done to show that the segment is finished.

• 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.
NOTE: *If you have a valid email address on your account, you will receive a system message when approved.*



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