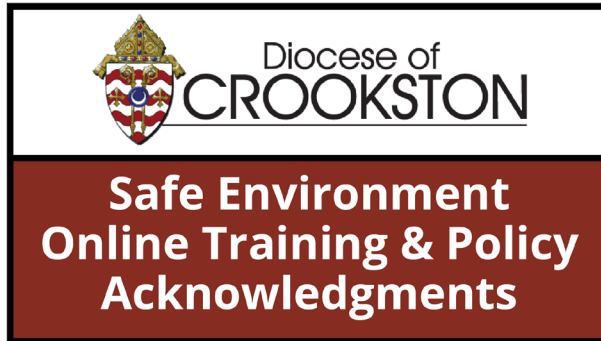


# CMGConnect

## DIOCESE OF CROOKSTON



### ***End-User Instructions***

1. Go to <https://crookston.cmgconnect.org>
2. **If you are NEW to safe environment or your most recent certification was BEFORE January 2017:** Please create a new account by completing all of the boxes under the *Register for a New Account* area. This will include your address, primary parish, and how you participate at your parish or school. Once your account is successfully created, you will automatically be brought to your training dashboard page.

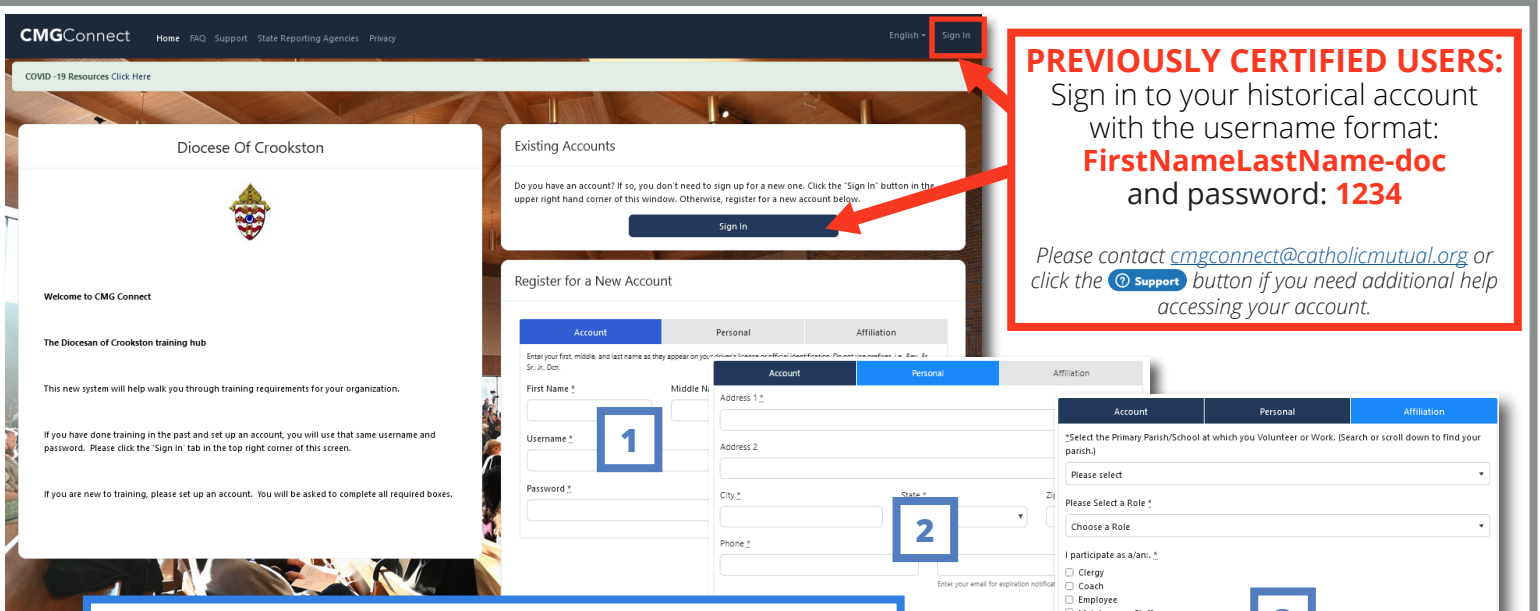
**If your safe environment certification date is AFTER January 2017:** Your historical records have been uploaded to CMG Connect.

**Please do NOT create a new account.** To access your profile, click **Sign In** located in the upper right corner of the page. From the Account Login screen, use the format: **FirstNameLastName-doc** for your username (ex: JohnDoe-doc) and enter **1234** for the password.

*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. If you need help accessing your account, please contact your local administrator or CMG Connect support.*

3. Click **Start** to open the **Safe Environment Curriculum - Crookston** module posted under the Required Trainings area of your dashboard.
4. If you have not completed a background check within the past 5 years and are due to update your screening, you will need to submit a new one via CMG Connect.  
*Unsure if you need a background check? Go to your main training dashboard page and find the box that states **Background Check Status**. If the box states "Not on File" OR if the expiration date listed is already past due (or will be expiring within the next 60 days) please complete the Criminal Background Check submission module.*
5. After your account is certified, you can also download and/or print a certificate for the completed curriculum. To access, log in to your account and click **Print Certificate** under the finished module(s).





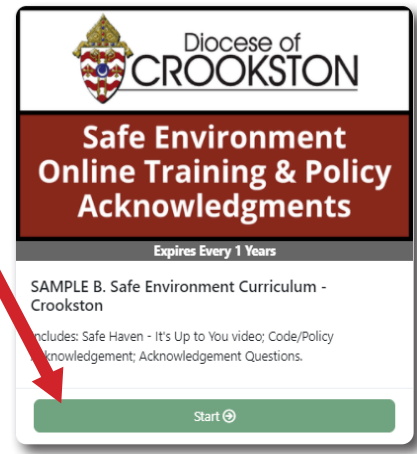
**PREVIOUSLY CERTIFIED USERS:**  
 Sign in to your historical account with the username format:  
**FirstNameLastName-doc**  
 and password: **1234**

Please contact [cmgconnect@catholicmutual.org](mailto:cmgconnect@catholicmutual.org) or click the [Support](#) button if you need additional help accessing your 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.

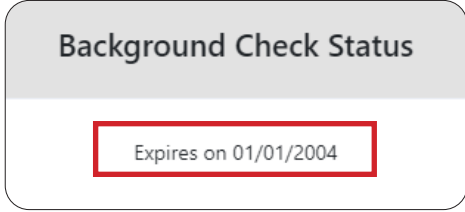
**After signing in, complete your Safe Environment training requirement:**

- Locate **Safe Environment Curriculum - Crookston** on your main dashboard 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. When finished with the entire training, click **Dashboard** on the left side of your screen.



**If you have never completed a background check for the Diocese of Crookston OR you are due to renew your screening requirement (every 5 years), please submit a new background check via the Criminal Background Check - Crookston option on your training page.**

- Look in the Background Check Status box at the top of your Dashboard page for details. If your box says 'Not on File' or the date is past expiration, please submit a NEW background check. *Please note: background checks can take up to 7-10 business days to process. The module will remain marked as 'Resume' until it returns.*



- When you have completed your training AND background check (if applicable), the Diocese will review your profile. After you are certified, you can log in to your account to access your completion certificate. Click the gray **Print Certificate** button under the finished curriculum.

