

CMGConnect

End-User Instructions

Step 1: Accessing CMG Connect

Go to **www.CMGconnect.org/** to select your Arch/Diocese from the dropdown box then click **GO**. This will bring you to your Arch/Diocese's landing page (sample below).

Find Your Diocese

Select a Diocese

GO

Looking for a Canadian Diocese? [Click Here](#)

To create a new account, complete the three pages under "Register for a New Account". This includes basic account information, personal, and affiliation.

Complete ALL required boxes.

Please select the category(ies) that best describe how you participate at your location. This allows the platform to automatically assign the correct training(s).

If you are unsure, contact your Diocese.

If you have done training in the past, you already have an account. Please login with your previous username and password by clicking the green "Sign in Here" button at the top right of the page.

If you cannot remember your username and password and have an email address in the system, please click 'Forgot Password'. If your email address is not recognized, email cmgconnect@catholicmutual.org to request a password reset.

Step 2: Locate and Open Trainings

Once you have completed the registration process, you will see the training curriculums. Click “Start Curriculum” to begin. **Note: Available curriculums will vary based on Arch/Diocese customization as well as the participation category you selected when registering for your account.**

To view other Optional Trainings, click the gray arrow and scroll through the list.

The screenshot shows the CMG Connect user interface. On the left is a dark sidebar with navigation links: Dashboard, Training Archives, Inbox, Edit Profile, and Logout. The main content area is divided into two sections. The top section, 'Required Training Curriculums', features a card for the 'Defensive Driving Curriculum' with a 'Start Curriculum' button circled in red. The bottom section, 'Optional Training Curriculums', includes three cards: 'Bloodborne Pathogens', 'Building Safety Curriculum', and 'Cyber Security eLearning Series'. Each optional card has a 'Start Curriculum' button. A red circle highlights a gray arrow on the right side of the optional training cards, indicating a scroll function. On the far right, a 'Resources' sidebar lists categories: Clergy/Religious, Employee, and Volunteer.

Step 3 (Optional): Print Certificate

When you have reached the end of the training, click on your dashboard and find your completed training. Click “Download Certificate” to view and download your completion certificate.

This screenshot shows the 'Sample Account' dashboard for a 'Diocesan Property' user. The 'Required Training Curriculums' section displays the 'Defensive Driving Curriculum' as 'Completed', with a green bar and a red arrow pointing to the 'Download Certificate' button. To the right, a large certificate is displayed. The certificate, titled 'CMGConnect', certifies that 'admin_atlanta admin_atlanta' from the 'Archbishops Residence/Office, Archdiocese Of Atlanta' has completed the 'Defensive Driving Curriculum' on 'CMG Connect' on 'January 24th, 2018'. The certificate is framed by a decorative blue border and includes the Catholic Mutual Group logo at the bottom.