## **CMG**Connect ARCHDIOCESE OF GALVESTON-HOUSTON



## Safe Haven Training for Non-Archdiocesan Users

## **Getting Started:**

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

New to training? Create an account by completing all the boxes under "Register for a New Account". This includes address, primary parish, and how you participate at your parish or school. You will need to select *Private NON Archdiocesan School Employee/ Volunteer* to be assigned the correct training curriculum. Please do not create a new account if you completed VIRTUS after 2014 - you will already have an account in the system.

**Previous VIRTUS training?** Click the "Sign In" button in the upper right corner of the page and use your VIRTUS username and password: **1234**. You will be prompted to update to a more secure password. Once signed in, you can update your account information from the "Edit Profile" tab.

- 2. Your dashboard will show you the required and optional training curriculums that have been customized for your particular category within the Archdiocese.
- 3. Click Start for Safe Haven Training (NON-Archdiocesan) AGH to begin.
- 4. If needed, you can download your completion certificate of the training after you are certified. To access, log in to return to your training dashboard and click the gray **Print Certificate** button underneath the completed curriculum.

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



Last Updated: 01/28/2020

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• **PREVIOUS TRAINING:** Click "Sign In" to log in with your existing VIRTUS username and the password **1234** 

• **NEW TO TRAINING:** progress through ALL three account creation screens before your registration is complete. *Note: Select 'Private Catholic School* (*Employee/Volunteer*)' as your category

• On your main dashboard, you will click **Start** to open up the training.

• Complete each training page—as you work through, they will show as **Done** in each box.

• When finished, click **Dashboard**. The finished curriculum will show as *Complete*, but you will not be able to access your certificate until your account is approved by the Archdiocese.

 After you are certified, you can log in to your account to access your completion certificate. Click the gray
 Print Certificate button under the Safe Environment curriculum.

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



6 - Catholic Charities (NOT Affiliated with the Church)
 7 - The Society of St Vincent de Paul (NOT Affiliated with the Cl

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