

# CMGConnect

## ARCHDIOCESE OF GALVESTON-HOUSTON

Safe Environment  
**NON-Archdiocesan**  
5 Year Renewal  
Training

**\*\*Background Check NOT Included\*\***

### *Safe Environment 5 Year Renewal Training for NON-Archdiocesan Users*

If you have an email address on file, you should receive a reminder message when your account is within 60 days of needing to complete your 5 Year Renewal (based off the date you originally completed Safe Haven training and were certified.) The message will be from [webmaster@cmgconnect.org](mailto:webmaster@cmgconnect.org), so you may need to check your Junk/Spam folder.

Please follow the instructions below to log in and complete your 5 Year Renewal training for NON-Archdiocesan individuals.

1. Go to <https://GalvestonHouston.cmgconnect.org/>.
2. Click the **Sign In** button in the upper right corner to log in with your existing credentials. **PLEASE DO NOT CREATE A NEW ACCOUNT!**  
*If you have questions about requirements, please contact your site coordinator. If you need login assistance, click the blue **Support** button in the bottom right corner of the page.*
3. Your dashboard will display the initial Safe Haven training alongside your required NON-Archdiocesan 5 Year Renewal training and alternate language options.
4. Click **Start** to open the **Five Year Renewal - Protecting Vulnerable Adults Training (NON-Archdiocesan)** module posted under the Required Trainings area of your dashboard. You will have the option to complete the training in English or Spanish.  
**NOTE:** This training does NOT include a background check submission. Please contact your local coordinator for information about how to fulfill your screening requirement.
5. After your account is certified as compliant by the Archdiocese, 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.



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

Last Updated: 11/17/2023

**PLEASE DO NOT CREATE A NEW ACCOUNT.**

**Click "Sign In" to log in with your existing credentials.**

**Forgot your login information?**  
Click the *Forgot Username?* or *Forgot Password?* links on the Account Login page to be sent an automated reset email.

If you do not have an email address on file, please contact your Safe Environment Coordinator (SEC) in your parish/school office or email [ocyp@archgh.org](mailto:ocyp@archgh.org) for assistance.

- On your main dashboard, click **Start** to begin the required **Five Year Renewal - Protecting Vulnerable Adults Training (NON-Archdiocesan)** option as shown to the right. The 5 Year Renewal module will only appear if your previously completed training is within 60 days of expiration.

- Complete each of the training sections—as you finish a page, it will be marked with a green check mark (✓) to show that your progress is saved.

- When finished, click **Dashboard**. The curriculum will show as *Complete* on your dashboard if you have successfully completed all of the pages within. **This training does NOT include a background check submission. Please contact your local coordinator for information about how to fulfill your screening requirement outside of CMG Connect.**

- After you are certified, you can log in to your account to access your completion certificate. Click the gray **Print Certificate** button under the completed training. *If you have a valid email address on your account, you will receive a system message when approved.*

**Safe Environment NON-Archdiocesan 5 Year Renewal Training**  
\*\*Background Check NOT Included\*\*

Five Year Renewal - Protecting Vulnerable Adults Training (NON-Archdiocesan)  
Includes: Protecting Vulnerable Adults Video; Archdiocesan policy review

**Start**

**Complete**

**Print Certificate**