

# CMGConnect

## Online Training Instructions

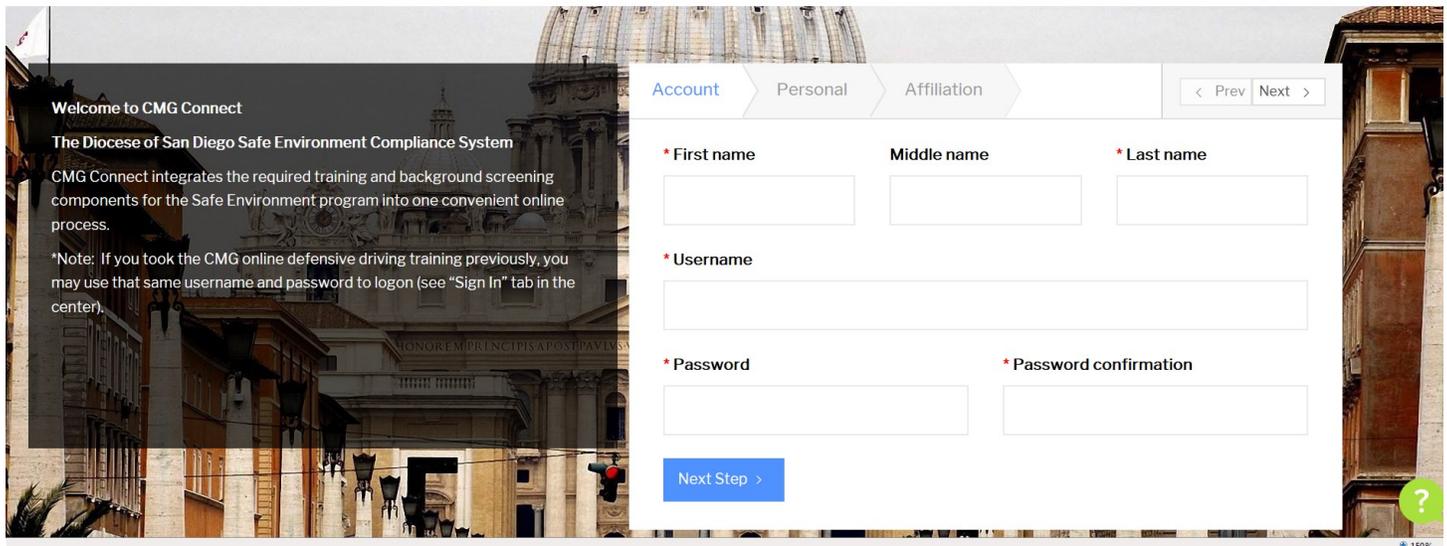
### Diocese of San Diego—End-User Instructions

#### Self-Register

1. Please access all training at [www.CMGconnect.org](http://www.CMGconnect.org). *These screen prints are samples only—these will help during your account set-up and accessing the training.*
2. Create an account by completing all of the information in the next several screens. If you have done training in the past, you already have an account. Please login with your previous username and password. If you cannot remember your username and password, please click the FAQ or the Support tab for additional information.



Already have an account? You don't need to sign up for a new one. [Sign in Here.](#)



3. You will be asked to provide your address and other demographic information.

The screenshot shows the 'Personal' step of the registration process. The form includes the following fields:

- \* Address 1**: A text input field.
- Address 2**: A text input field.
- \* City**: A text input field.
- \* State**: A dropdown menu.
- \* Zipcode**: A text input field.
- \* Phone**: A text input field.
- Email**: A text input field.
- \* Date of Birth**: Three dropdown menus for year (1926), month (August), and day (24).

Navigation buttons include '< Prev' and 'Next >' at the top right, and '< Previous' and 'Next Step >' at the bottom.

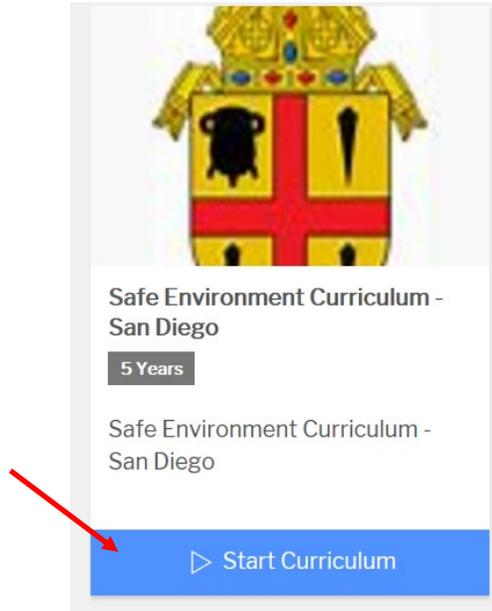
4. You will be asked to select your primary parish or school. Next you will select how you participate within your parish or school. Please select the role that is applicable to how you work or volunteer at your location. This allows the platform to automatically assign training that your Diocese requires you take. **If you are unsure how you participate, please contact your site administrator or coordinator**

The screenshot shows the 'Affiliation' step of the registration process. The form includes the following elements:

- \*Select Primary Parish/School**: A dropdown menu with the placeholder text 'Select an option'.
- \* I participate as a/an (select all that apply):** A list of roles with checkboxes:
  - Parish or Pastoral Center Employee
  - Parish or Pastoral Center Volunteer
  - Priest or Deacon
  - School Employee
  - School Volunteer

Navigation buttons include '< Prev' and 'Finish >' at the top right, and '< Previous' and 'Register My account' at the bottom.

5. Once you have completed the registration process, you will see your required curriculums. Click to start. If you are a Parish Employee, Parish Volunteer, or School Volunteer you are required to complete a background check. All Clergy, Deacons, and School Employees are required to have Live Scan fingerprinting.



6. You must complete all sections within your required curriculum. Although it is not required, once you are finished, you can print a certificate. Your parish/school coordinator will also have access to check your compliance online.

<a href="#">Curriculum Overview</a> Curriculum information and results	
<a href="#">Sample Video</a> Video Page	
<a href="#">Video Questions</a> Question/Answer Page	
<a href="#">Code of Conduct Page</a> Read and Sig Page	
<a href="#">Curriculum Started</a>	

Depending on your role with the Diocese, you may be required to have fingerprinting or a background check

For technical assistance, please click the **Support** tab.

You will be asked to further describe your issue so someone can assist you.