

CMG/SAFE ENVIRONMENT

RECERTIFICATION INSTRUCTIONS

The Diocese has contacted us concerning expired CMG accounts that need your immediate attention. You must have a current certificate 2 weeks prior to participating in your child's/children's school/classroom activities such as field trips, class parties, volunteering, Field Day, etc.

Below, you will find the instructions to complete the **Safe Environment** training which is a requirement for all Religious, employees, and volunteers who volunteer with minors. Recertification is required every five years. This information can also be found on our school website under "PARENTS". You'll want to use **Google Chrome** as your Browser; it works best with video streaming. We advise that you not do this on your phone, as you'll be entering sensitive information that is encrypted.

- Log into www.cmgconnect.org.
- Click **Sign In** which is located at the top of the page. Click **Enter**.
- Enter Your USER ID and PASSWORD. If you do not remember your password, a temporary one can be set by emailing gmoody@icsnlr.org.
- The training on your dashboard is called **Recertification 5-Year Renewal** curriculum.
- Click the button below the module to begin the training.
- Recertification takes about 30 minutes. The training consists of one video, diocesan policies to read and electronically acknowledge, and a background check. When you come to the page that says, **Warning**, scroll down and click **I understand, agree, continue**. You'll land on the page where you'll enter your birthdate, enter and confirm your social security number, and correct any other personal information.
- Click **Submit**.

*****You will need to check your account status periodically in order to print your certificate, email a copy to me, and I will notify the Diocese of your updated status.**

Please let me know if you have any questions or concerns.

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