CMGConnect DIOCESE OF PHOENIX

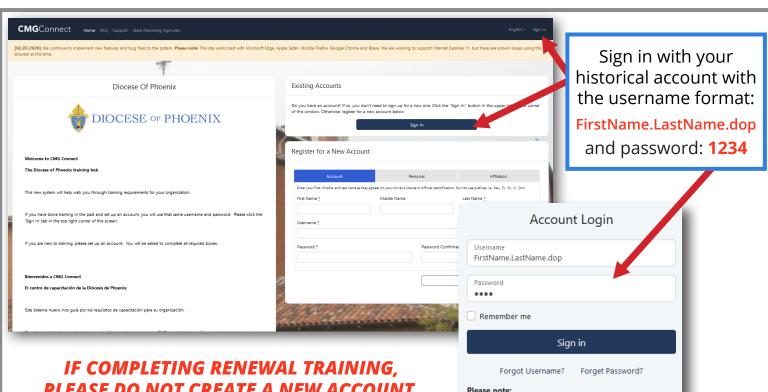


2019 Annual Online RENEWAL Training

(Background Check NOT Required)

- 1. Go to https://phoenix.cmgconnect.org/.
- 2 **Users with previous training:** Your historical records have been uploaded to the platform so you can complete the Renewal training. To access your profile, click the "Sign In" option in the upper right corner of the page.
 - Use the format **FirstName.LastName.dop** for your username and enter **1234** for the password. You will be prompted to set a more secure password, then return to the signin page to log in with the new credentials. **Please do NOT register for a new account.**
- 3. Your main learning dashboard will show you both the Renewal and Foundation training options for Outside Organizations / Vendors / Independent Catholic Organizations. If your most recent training was completed within the past 3 years, you will ONLY need to complete the Renewal option.
- 4. Click Start Curriculum under 2019 Annual Online RENEWAL Training "Renewing Our Commitment" for Outside Organization / Vendor/Independent Catholic Organization / Limited Volunteer Phoenix.
 - NOTE: If you do not see the training option which specifies your "Outside Organization" or "Limited Volunteer" designation, please click Edit Profile on the left side of your screen. Select the checkbox for the Outside Organization / Vendor/ Independent Catholic Organization or the Limited Volunteer: NO contact with minors or vulnerable adults category ONLY, then click "Update Profile" to save your profile changes.
- 5. If you have a valid email address associated with your account, you will receive a notification upon your approved certification.





PLEASE DO NOT CREATE A NEW ACCOUNT.

- Log in to your existing account by clicking Sign In located in the upper right corner of the page. Enter your username (use the format provided in upper right) and password 1234.
- For security purposes, you will be prompted to change your password upon logging in for the first time. Click **Update Password** to save your new password, then return to the **Sign In** area to log in. Please contact cmgconnect@catholicmutual.org if you need assistance accessing your account.
- On your main dashboard, locate the 2019 Annual Online RENEWAL Training: "Renewing Our Commitment" with the purple image tile. Click Start.
- · Complete all the pages within the training. Each box will be marked as Done as you progress.
- When finished, click Dashboard. Your curriculum will show as *Completed* on your dashboard. NOTE: The "Print Certificate" option will not be available until AFTER your profile has been approved by the Diocese.



If you have not created an account in the system, you may actually already have an account in the system that was imported by your Diocesan Safe Environment office.



