

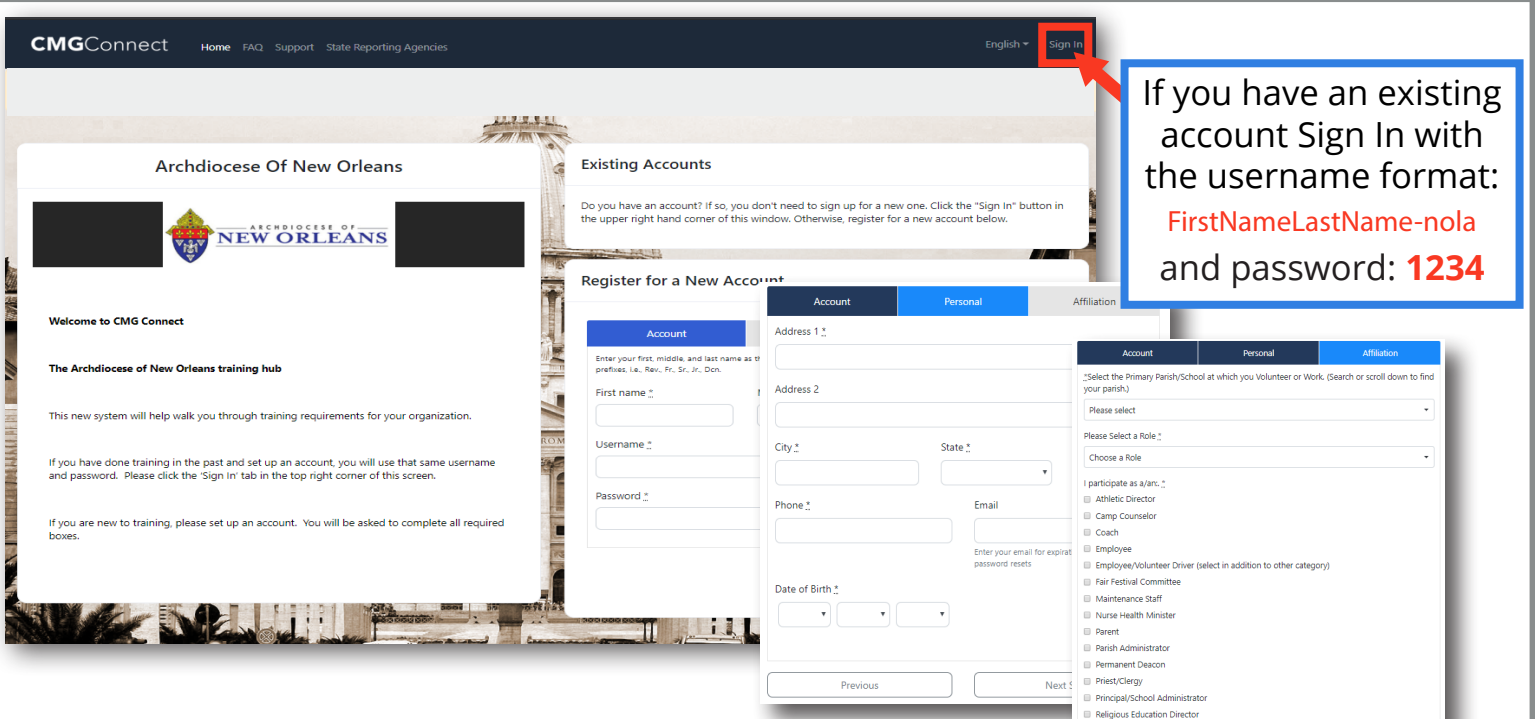
CMGConnect

DIOCESE OF NEW ORLEANS



LIVE Training Instructions


1. Go to <https://neworleans.cmgconnect.org/>.
2. **NEW USERS:** You will need to create a new account by completing all of the boxes. This includes address, primary parish, and how you participate at your parish/school. If you have questions about which option(s) to select, please contact your parish/school coordinator.
3. Your main learning dashboard will show Required and Optional Training curricula that have been customized for your particular role with the Diocese.
4. Click Start to access the **A. LIVE Safe Environment Training Program - New Orleans** curriculum where you will complete the online training contents as well as pre-register (RSVP) for your training session.
NOTE: The Live Events page of the training will remain marked as 'In Progress' until your attendance is confirmed by an administrator.
5. On the last page of the curriculum, verify your background check details. When you have confirmed that all of your information is entered correctly, check the Terms & Conditions box then click **Submit Background Check Request**.
Currently the background checks will be processed through your Safe Environment Coordinator. Eventually, you will be able to submit your background check through the training modules. NOTE: The background check results will be submitted AFTER your attendance is confirmed. The curriculum will show as 'Resume' until the check is completed and approved. Background check processing can take up to 7-10 days.




• **Register for a New Account:** Complete ALL three account creation screens.

Please contact cmgconnect@catholicmutual.org or click

 *if you need assistance accessing your account.*

• On your main dashboard, locate your customized Required Safe Environment Training and click  to begin.

• Complete all the pages within the training. Each box will be marked as  as you progress.

• On the Live Events page select 'Click to RSVP' for your training. Once pre-registered, the event will be marked as **Planning to Attend**. *The Live Event page will be marked as 'In Progress' until AFTER your attendance is confirmed in the system by an administrator.*

• On the last page of the training, submit your background check details. *Currently you will submit your background check to your Safe Environment Coordinator.*

• The curriculum will show as Resume on your training dashboard until your background check is processed and approved by the Diocese. **NOTE:** *background checks can take up to 7-10 business days to process.*

