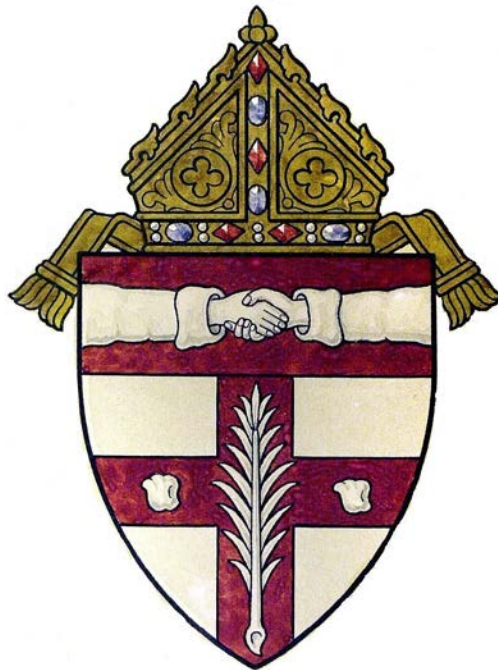


Diocese of Owensboro

*Safe Environment New Hire
Packet*



CMGConnect

DIOCESE OF OWENSBORO



Safe Environment Compliance

Getting Started:

1. Go to <https://owensboro.cmgconnect.org/>

New to training? Create an account by completing all the boxes under “Register for a New Account.” This includes address, primary parish, and how you participate at your parish or school. If you have questions please contact your parish/school coordinator.

Please do not create a new account if you have previously completed safe environment training.

Current Employee/Volunteer: Please contact your Safe Environment Administrator at your parish/school or the Office of Safe Environment for account information. click the green “Sign In Here” button in the upper right corner of the page.

NOTE: For people with known email addresses - that is your username and password is 1234.

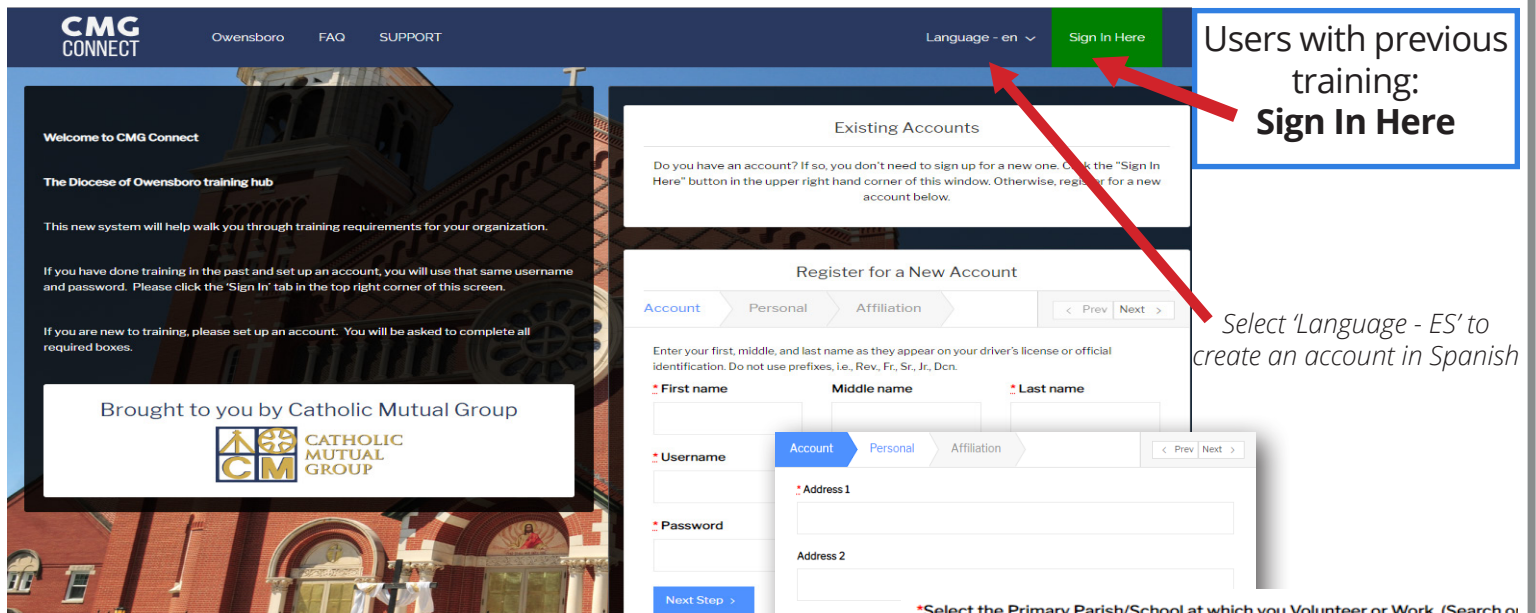
NOTE: For people without a known email addresses - your account username will be a combination of your first name(.)last name(.) and (.)owb and password 1234.

Example: Jason.Johnson.owb

2. Your dashboard will show you the required and optional training curriculums that have been customized for your particular category within the Diocese.
3. Click **Start Curriculum** under *Safe Environment Training, Background Check & Policy Acknowledgement - Owensboro* to begin.
4. On the last page of the curriculum, submit your background check information. Please enter your name as listed on your government issued identification.

NOTE: The training will remain **In Progress** until your background check is processed and reviewed by the archdiocese. This can take up to 7-10 business days.





- **USERS WITH TRAININGS:** Click “Sign In Here” to log in with your username that is either your email address or a combination of your first name, last name, and owb (Example: Sally.Smith.owb) and the password **1234**.

- **NEW USERS:** progress through ALL three account creation screens before your registration is complete.

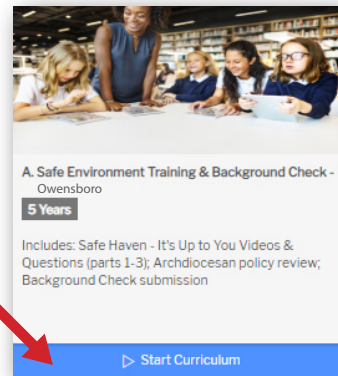
- On your main dashboard, you will click **Start Curriculum** to open up the training.

- Complete each training page—as you work through, they will show as **Done** in each box.

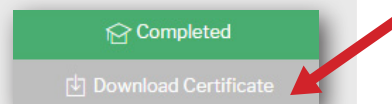
- When finished, click **Dashboard**. Your curriculum will show as *In Progress* on your dashboard until your background check is processed and approved. *Background checks*

- After you are certified, you can log in to your account to access your completion certificate. Click the gray **Download Certificate** button under the Safe Environment curriculum.

If you have a valid email address on your account, you will receive a system message when approved.



Safe Haven - It's Up to You 1	Progress
Safe Haven Questions - Part 1	Question/Answer Page
Safe Haven - It's Up to You 2	Video Page
Safe Haven Questions - Part 2	Question/Answer Page
Safe Haven - It's Up to You 3	Video Page
Safe Haven Questions - Part 3	Question/Answer Page
Volunteer Code of Conduct	Read and Acknowledge Page
Office of Child and Youth Protection Requirements for Overnight and/or Out of Town Trips	Read and Acknowledge Page
Policy for Reporting Suspected Abuse of a Minor	Read and Acknowledge Page
When you Suspect Child Abuse or Neglect - Attorney General	Read and Acknowledge Page
Contacts for Archdiocesan Assistance	Read and Acknowledge Page
Background Check	Background Check Page



<https://owensboro.cmgconnect.org/>