

CMGConnect

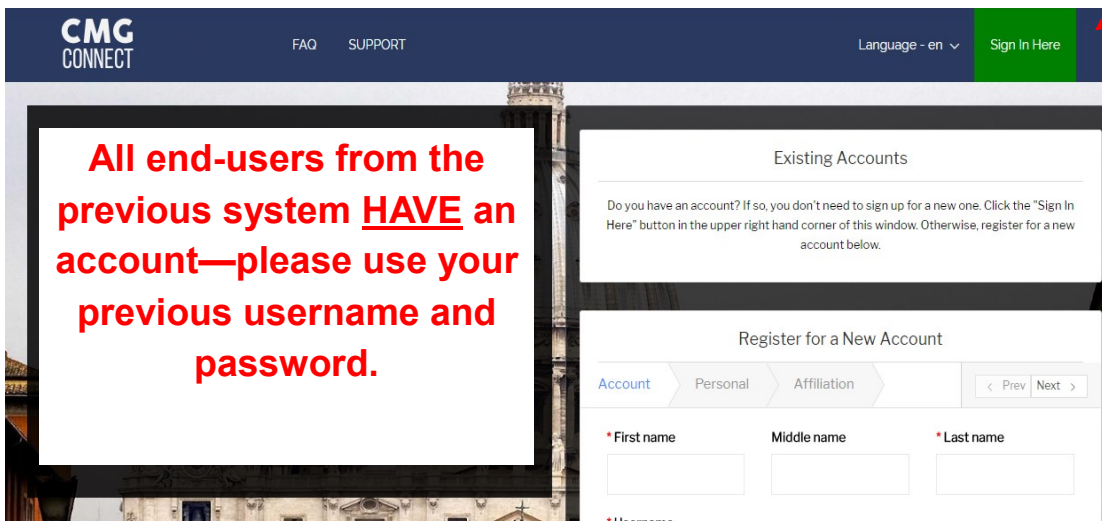
Online Training Instructions

Self-Register

1. Please access all training at www.CMGconnect.org, and select your Arch/Diocese from the dropdown menu **or** from a direct link on your diocesan webpage. 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, in this system or the previous system, **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.



3. Once you have entered in your name, username and password and clicked “Next Step”, you will be asked to provide your address, phone number and date of birth. Your date of birth will only be used to identify you and previous training(s) you have completed. Your email address is not a required field, but we recommend entering one for automatic system updates and alerts to new trainings and/or expiration warnings.

The screenshot shows the 'Personal' tab of the account registration form. It includes fields for 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu), 'Zipcode', 'Phone', 'Email', and 'Date of Birth'. Red arrows point to the 'Email' and 'Date of Birth' fields. At the bottom, there are buttons for '< Previous' and 'Next Step >'. The 'Account' and 'Affiliation' tabs are also visible at the top.

5. Next, in the *Affiliation tab*, you will select the parish or school to which you are associated with and how you participate within your parish or school. Please select your role and how you participate in your parish or school. This allows the platform to automatically assign training that your Arch/Diocese requires you take. These can be updated or edited anytime from your user account.

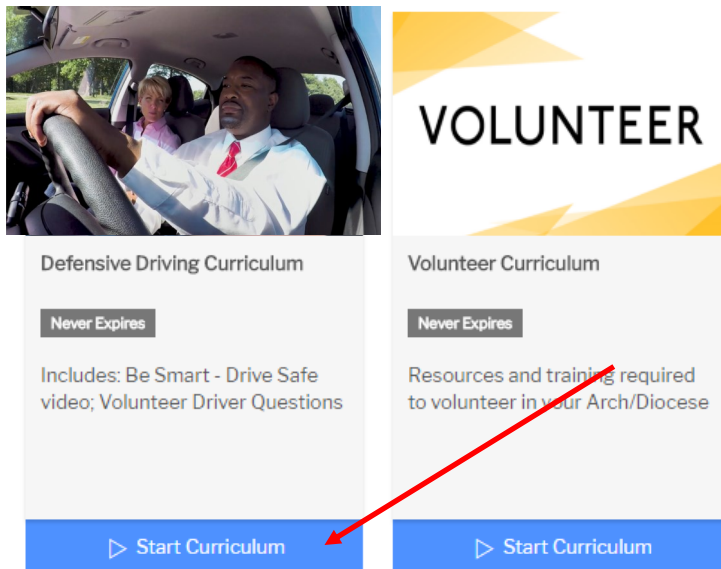
Note: These labels may change depending on further customization by the Arch/Diocese.

6. Click *Register My Account* to be directed to your *Dashboard*

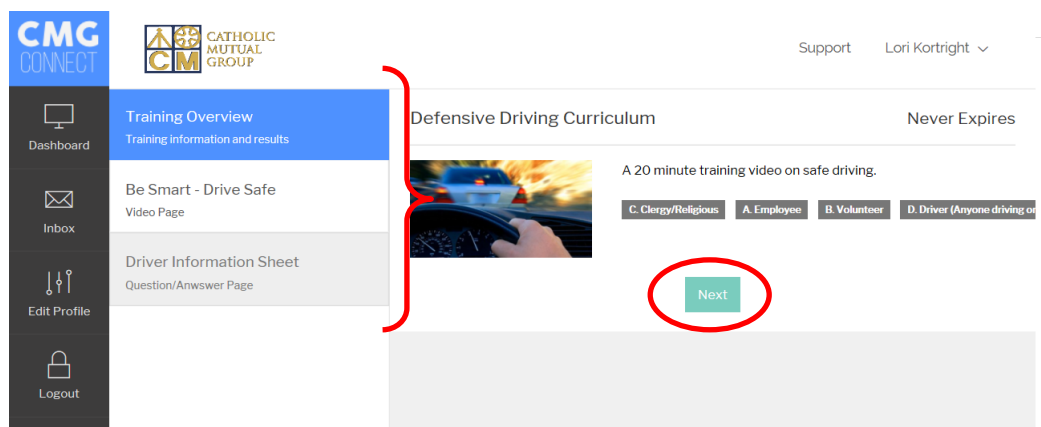
The screenshot shows the 'Affiliation' tab of the account registration form. It includes a dropdown menu for 'Select the Primary Parish/School at which you Volunteer or Work' with a red box and arrow labeled '1' pointing to it. Below that is another dropdown menu for 'Please Select a Role' with a red box and arrow labeled '2' pointing to it. Underneath are three checkboxes: 'Clergy/Religious', 'Employee', and 'Volunteer'. At the bottom, there are buttons for '< Previous' and 'Register My account', with the latter button circled in red.

6. Once you have completed the registration process, your Dashboard will show your required curriculums. There are additional training options listed in the 'Optional Training' area below. The sample below shows that you will click 'Start Curriculum' to begin your training.

Required Trainings



7. To get to the next page, you will click "Submit Answers" or "Next" and it will automatically push you to the next page.



8. Once you have completed your training curriculum, click the Dashboard tab to print a certificate or start another training.

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