

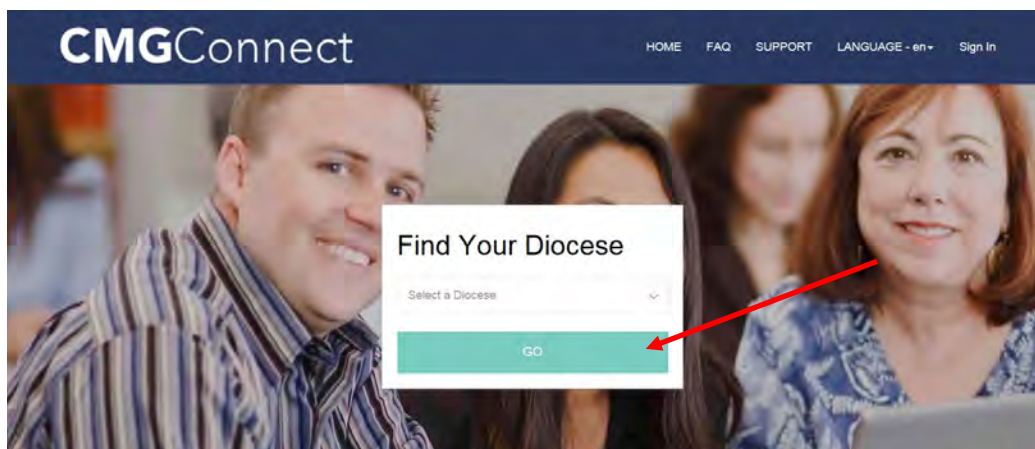
CMGConnect

Online Training Instructions

End-User Instructions

Self-Register

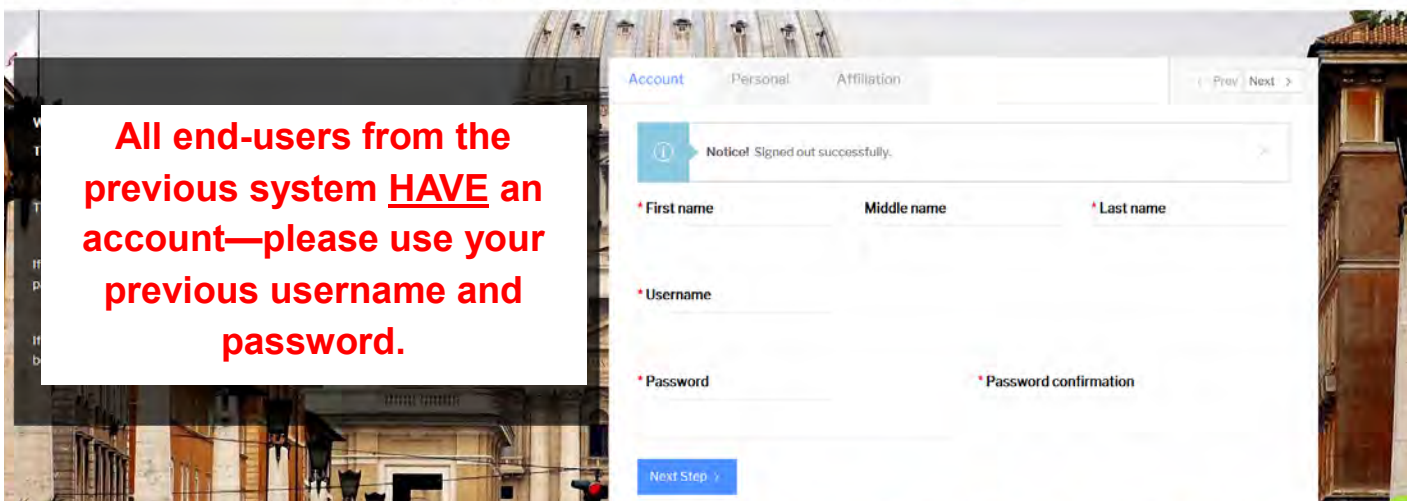
1. Please access all training at www.CMGconnect.org, or from a customized link on your diocesan webpage. *These screen prints are samples only—these will help during your account set-up and accessing the training.*



2. Create an account by completing all of the information in the next several screens. **If you have done training in the past, 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.



Already have an account? You don't need to sign up for a new one. [Sign In Here.](#)



3. You will be asked to provide your address.

The screenshot shows the registration process on the CMG CONNECT website. The header includes the logo, navigation links for 'FAQ' and 'Support', and a 'Sign In' link. A dark grey box on the left contains the instruction: 'Please provide your address and demographic data.' The main form area has three tabs: 'Account', 'Personal', and 'Affiliation', with 'Personal' selected. The form fields include: 'Address 1' and 'Address 2' (text boxes), '* City', '* State' (dropdown menu), and '* Zipcode' (text box). A '* Phone' field is also present. At the bottom of the form are '< Previous' and 'Next Step >' buttons.

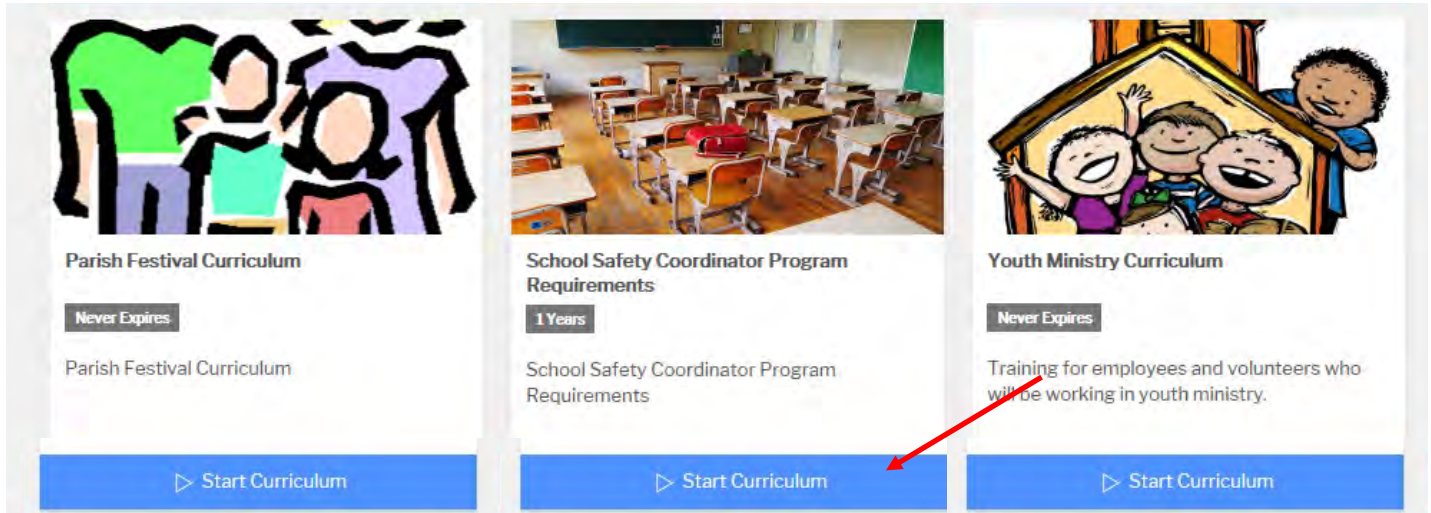
4. You will be asked to provide your primary parish.

The screenshot shows the next step of the registration process. The header is identical to the previous screenshot. The dark grey instruction box on the left reads: 'Please provide your parish or school. If you volunteer at more than one location, you will be given an opportunity to select additional locations. You will also need to select how you participate with your parish or school. Please select all the labels or job duties that apply to your service to the Church.' The form tabs are 'Account', 'Personal', and 'Affiliation', with 'Personal' selected. The form fields include: '* Select Site' (dropdown menu with 'Select an option' selected) and '* I participate as a/an (select all that apply):' with four checkboxes: 'Clergy/Religious', 'Employee', 'Parish Administrator', and 'Volunteer'. At the bottom are '< Previous' and 'Register My account' buttons.

5. Next you will select how you participate within your parish or school. Please select the job descriptions that are applicable to how you work or volunteer at your location. This allows the platform to automatically assign training that your Arch/Diocese requires you take. If you are unsure please contact your Arch/Diocese.

6. Once you have completed the registration process, you will see the training curriculums. Click to start.

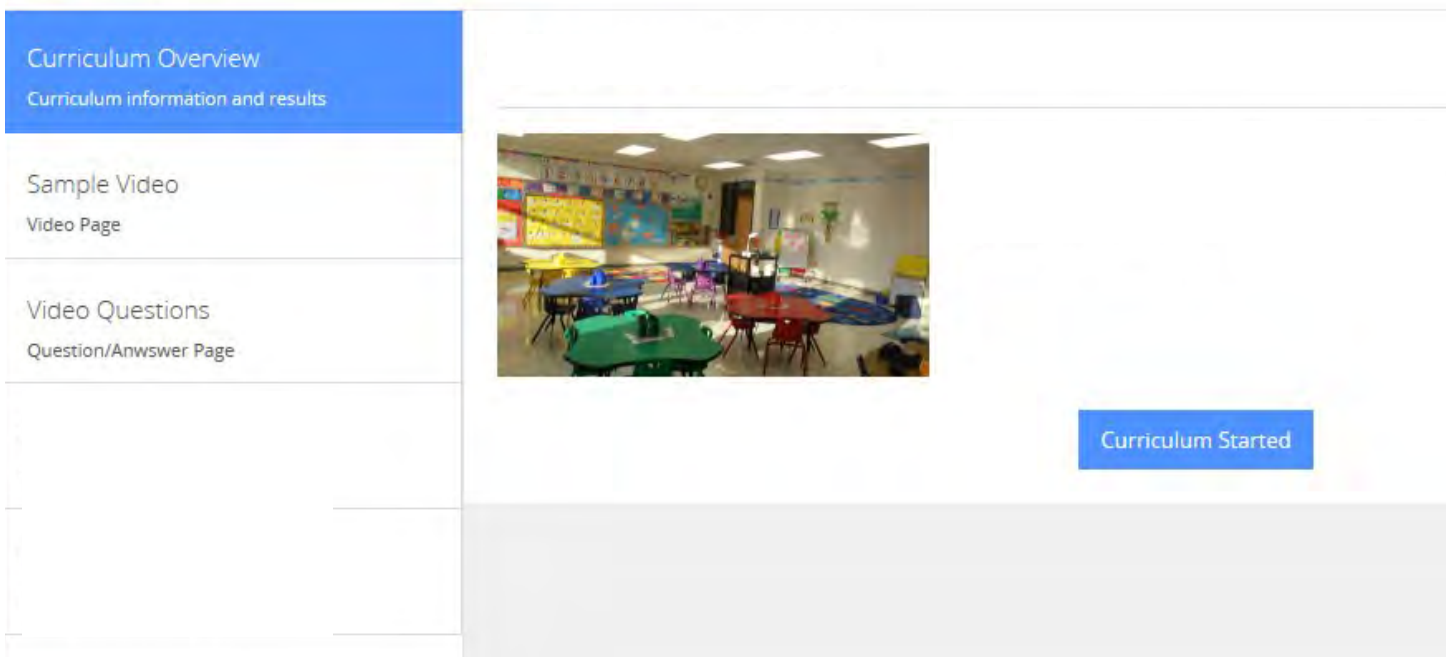
Note: The screen prints below are samples and may not reflect the custom training your Arch/Diocese has selected.



The image shows three curriculum cards arranged horizontally. Each card has a header image, a title, a duration/status box, a description, and a 'Start Curriculum' button.

- Parish Festival Curriculum:** Header image shows stylized figures. Title: Parish Festival Curriculum. Status: Never Expires. Description: Parish Festival Curriculum. Button: Start Curriculum.
- School Safety Coordinator Program Requirements:** Header image shows a classroom. Title: School Safety Coordinator Program Requirements. Status: 1 Years. Description: School Safety Coordinator Program Requirements. Button: Start Curriculum. A red arrow points to this button.
- Youth Ministry Curriculum:** Header image shows children under a house. Title: Youth Ministry Curriculum. Status: Never Expires. Description: Training for employees and volunteers who will be working in youth ministry. Button: Start Curriculum.

7. You must complete all sections within your training curriculum for full credit.



The screenshot shows a web interface for curriculum overview. On the left is a blue sidebar with the following items:

- Curriculum Overview (Curriculum information and results)
- Sample Video (Video Page)
- Video Questions (Question/Answer Page)

The main content area features a large image of a classroom with colorful tables and chairs. Below the image is a blue button labeled 'Curriculum Started'.

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

You will be asked to further describe your issue so someone can assist you.