CMGConnect **DIOCESE OF PHOENIX**



Initial Live Training Instructions

Getting Started:

- 1. Go to <u>https://phoenix.cmgconnect.org/</u>. Create a new account by completing all the boxes. This includes address, primary parish, and how you participate at your parish or school. If you have questions about which option(s) to select, please contact your parish/school coordinator.
- Click the green 'Sign In' button at the top right corner of the page to log in and complete the *Initial FOUNDATION Application, Live Training RSVP & Background Check - Phoenix* curriculum.
- 3. Your dashboard will show you the required and optional training curriculums that have been customized for your particular role within the Diocese.
- 4. Click **Start Curriculum** to access the *Initial FOUNDATION Application, Live Training RSVP & Background Check - Phoenix* curriculum where you will complete the online training contents as well as pre-register (RSVP) for your training session. *PLEASE NOTE:* The Live Events page of the training will remain marked as "In Progress" until your attendance is confirmed by an administrator in the system.
- 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** *PLEASE NOTE:* The background check will be submitted AFTER your attendance is confirmed. The curriculum will show as "In Progress" until the check is completed and approved. Background check processing can take up to 7-10 business days.

For more information, please use your FAQ or Support tab at the top of the screen.



Last Updated: 06/27/19

CMG CONNECT	Phoenix FAQ SUPPORT		Language - er	n ∨ Sign In Here	
Welcome to CMG Con	DIOCESE OF PHOENIX	Do you have an account? If so, you the upper right hand corner	Existing Accounts don't need to sign up for a new one. Click t of this window. Otherwise, register for a n	he "Sign in Here" button in ew account below.	If you have an existing account, sign in with the username format: FirstName.LastName.DOP
The Diocese of Phoen This new system will he Hyou have done training password, Please click If you are new to training Broom	k training hub elp walk you through training requirements for your organization. Ing the past and set up an account, you will use that same username and the Sign I tab in the top right corner of this screen. Ing please set up an account. You will be asked to complete all required boxes. Hugh to you by Catholic Mutual Group Catholic Control C	R Account Personal Enter your first, middle, and last nan use prefixes, i.e., Rev, Fr., Sr., Jr., Den First name Username Username Rext Step >	egister for a New Account Affiliation Account Personal Affiliation Address 1 Address 2 City Phone Date of Birth 1929 V January V 24 Affiliation 2 City 2 Cit	C Prev Next > C Prev N	and password: 1234
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 On your main dashboard, click Start Curriculum under Initial FOUNDATION Application, Live Training RSVP & Background Check - Phoenix to open up the training. Safe Environment INITIAL APPLICATION & Construction, Diesem Philosener, Live United FOUNDATION Application, Live Training RSVP & Background Check - Phoenix to 					
• Complete each page within the training—as you work through, they will show as Done in each box.					
• On the your tr marke <i>be mar</i> <i>confirm</i>	e Live Events page, select ' raining. Once preregistere d as <i>Planning to Attend</i> . Th ked as "In Progress" until AFTL ned in the system by an admir	Click to RSV d, the even <i>he Live Event</i> ER your atter histrator.	VP" for t will be page will adance is	Safe Environment Training Chancery Office SAMPLE MOBILE, AL 366330000 07/26/2018 - 04:00 PM View Notes	Safe Environment Training Chancery Office SAMPLE MOBILE, AL 366330000 07/26/2018 - 04:00 PM View Notes
• On the backgr <i>inform</i>	e last page of the training, round check details. Pleas nation as shown on legal o	submit you e fill in all documenta	ir <i>tion</i> .	Click to RSVP	Planning to Attend Remove RSVP
• The cu trainin is proc by the proces	irriculum will show as In P g dashboard until your ba cessed and approved for y Diocese. After your detail ssing can take up to 7-10 b	Progress or ackground o our certific s are subm ousiness da	n your check ation itted, ays.		

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