

CMGConnect

DIOCESE OF CHEYENNE



Safe Environment Training

Getting Started:

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

New to training? 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 please contact your parish/school coordinator.

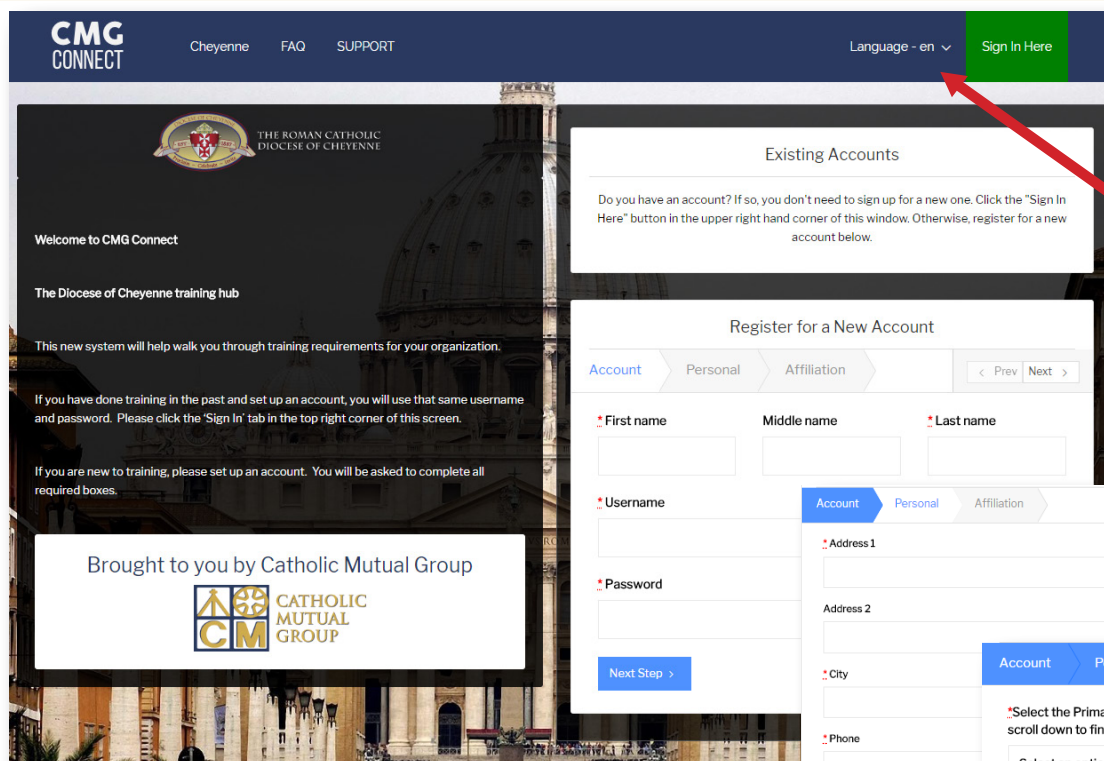
Users with previous training: If you have done training in the past an account has been created for you. Click the green 'Sign In' at the top right corner. Your user name is a combination of your *first name(.)last name(.)doc* and password 1234. Example: Susan.Smith.doc

2. Your dashboard will show you the required and optional training curriculums that have been customized for your particular role within the Diocese.
3. Click **Start Curriculum** under *Safe Environment Training - Cheyenne*.
4. On the last page of the curriculum, submit your background check information. NOTE: The curriculum will remain "In Progress" until your background check is processed and reviewed by the diocese.

If needed, you can access your completion certificate after you are certified by returning to the training dashboard and clicking 'Download Certificate'.

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





You can switch language settings to Spanish before registering for an account here.

- You will progress through ALL three account creation screens before your registration is complete. *If you are unsure of what participation category to select, please contact your site coordinator or the Diocese.*

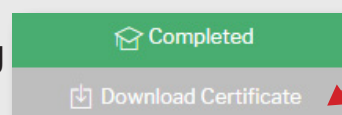
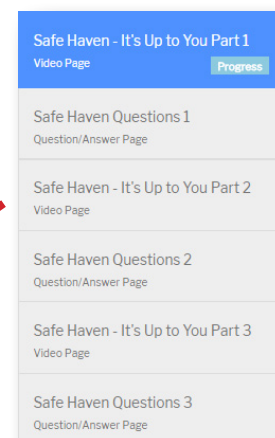
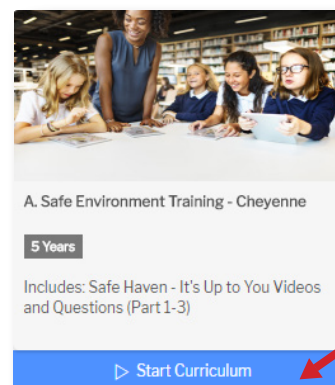
- On your main dashboard, click **Start Curriculum** to open up the training.

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

- When finished, your curriculum will show as **In Progress** on your training dashboard until your background check is processed for your certification to be approved by the Diocese.

- Once you have been certified, you can access your completion certificate by locating the curriculum on your dashboard and clicking the gray 'Download Certificate' button under the "Completed" curriculum.

This is a detailed view of the 'Affiliation' tab in the registration form. It includes a dropdown for 'Select the Primary Parish/School' and a dropdown for 'Please Select a Role'. Under the 'I participate as a/an:' section, the 'Clergy/Religious' option is highlighted with a red circle. There are 'Previous' and 'Next Step' buttons at the bottom.



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