CMGConnect

DIOCESE OF SAN BERNARDINO

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Safe Environment Program ONLINE Training

Select this module to complete training ONLINE.

End-User Instructions

1. Go to https://sanbernardino.cmgconnect.org

2. **If you have previous safe environment certification (VIRTUS):** Your historical records may have been imported to CMG Connect. **Please do NOT create a new account.** Click **Sign In** located in the upper right corner of the page. From the Account Login screen, sign in with your own information using the username format: **FirstnameLastname-sbd** (Ex: JonDoe-sbd) and password: **1234**
   You will be prompted to update to a more secure password the first time you sign in. Once the new password is saved, return to the sign in page and use your new credentials to access your training.

3. **If you are NEW to CMG Connect:** Please create a new account by completing all of the boxes under the *Register for a New Account* area. This will include your address, primary parish or school, and how you participate at your parish or school. Once your account is successfully created, you will automatically be brought to your training dashboard page. **Please enter your first and last name in the system as it appears on your official documentation so overall results can be correctly associated with your training account.**

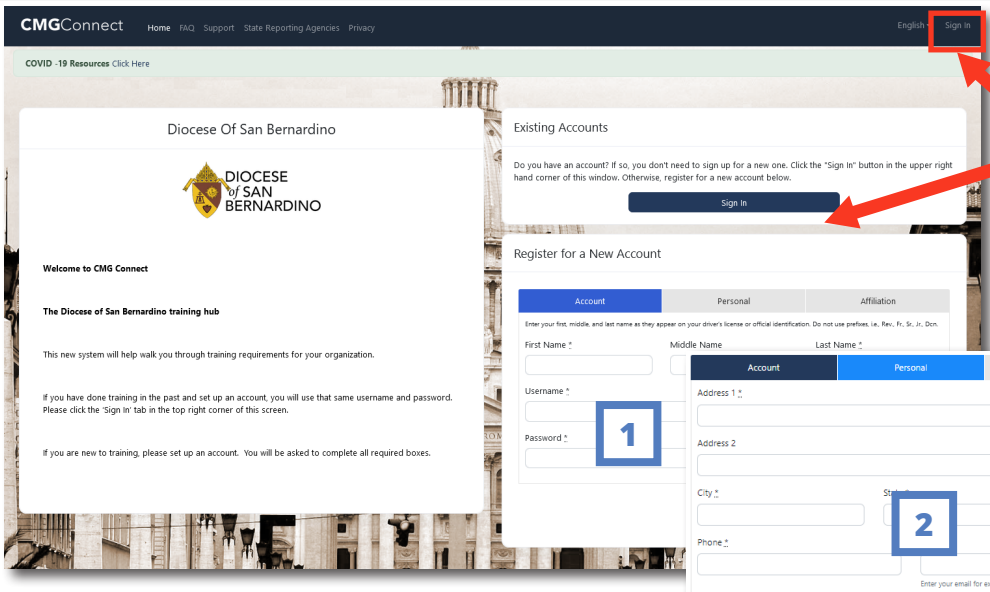
4. Click Start to open the ***A. Safe Environment ONLINE Training - San Bernardino*** module posted under the Required Trainings area of your dashboard.

5. After your account is certified as compliant by the Diocese, you can also download and/or print a certificate for the completed curriculum. To access, log in to your account and click **Print Certificate** under the finished module(s).

CATHOLIC MUTUAL GROUP

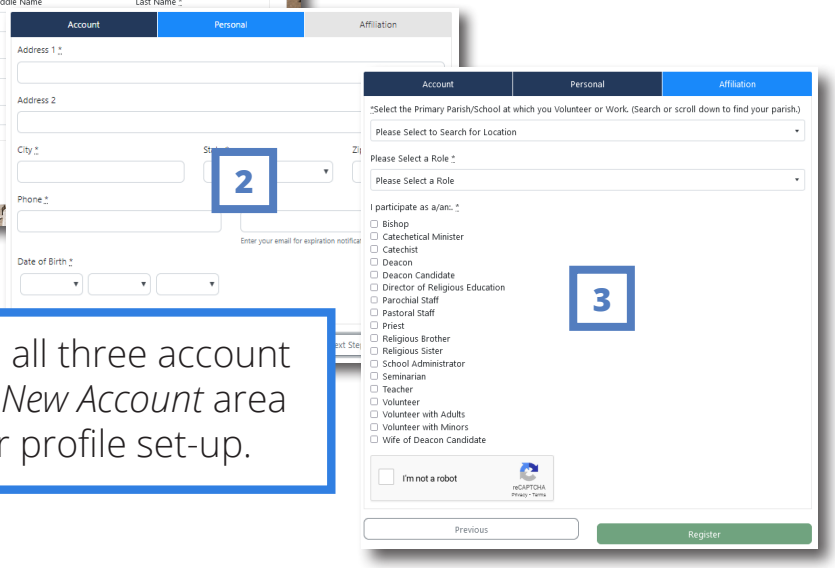
For technical assistance, contact us via the Support button found in the bottom right corner of the web page.

Last Updated: 08/31/23



PREVIOUSLY CERTIFIED USERS: Sign in to your historical account with the username format: **FirstNameLastName-sbd** and password: **1234**

Please contact cmgconnect@catholicmutual.org or click the Support button if you need additional help accessing your account.

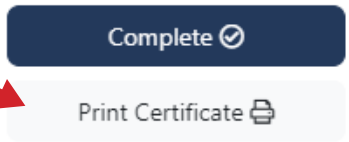


NEW ACCOUNTS: Progress through all three account creation screens in the *Register for a New Account* area then click Register to complete your profile set-up.

- Once logged in, locate ***A. Safe Environment ONLINE Training - San Bernardino*** on your main dashboard and click Start to begin.

- Complete each of the training sections—as you finish page, it will be marked with a green check mark (✅) to show that your progress is saved.

- Once you have been certified by the Diocese, a completion certificate will be available under the finished module on your dashboard. Click the gray ***Print Certificate*** button to access.
  With your valid email address on your account, you will also receive a system message when approved.



Please note: *If you finish your online training but do not complete your Background Check requirement, you will* ***NOT*** *be certified for compliance. Contact your Local Site Coordinator or the Diocese for more information.*

https://SanBernardino.CMGconnect.org/