

CMGConnect

ARCHDIOCESE OF DUBUQUE



Safe Environment Training

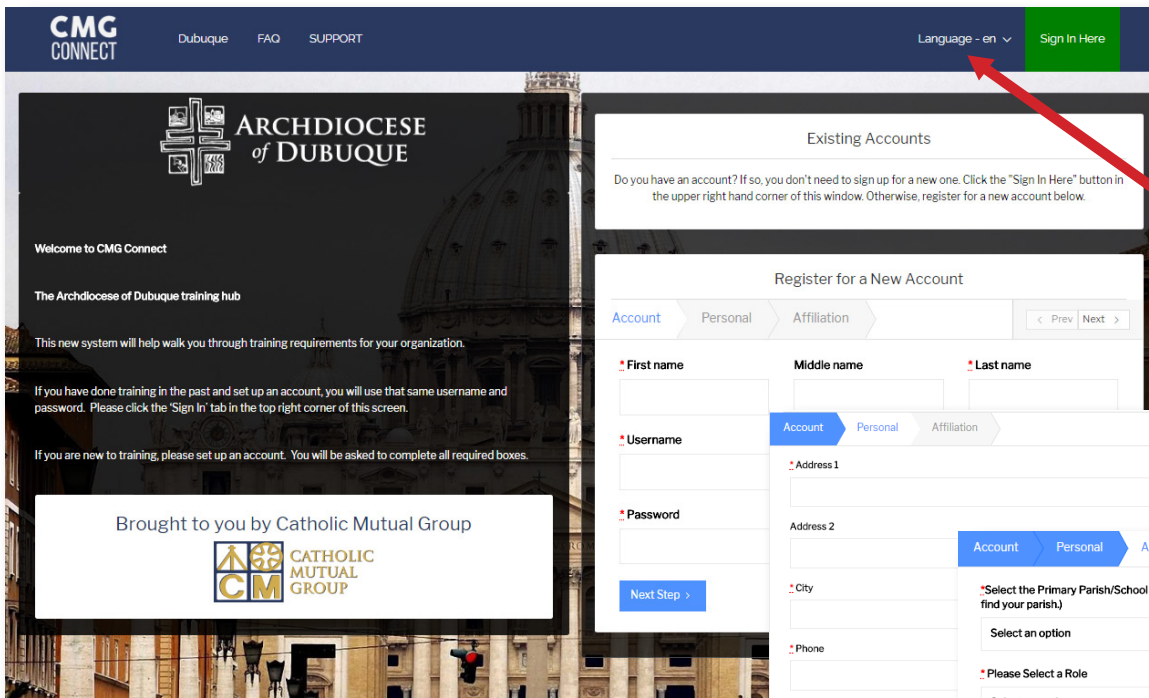
NEW EMPLOYEE/VOLUNTEERS

Getting Started:

1. Go to <https://dubuque.cmgconnect.org/>.
2. Create an account by completing all the boxes under “Register for a New Account.” This includes address, primary parish or school, and how you participate at your parish or school. Select **New Employee/Volunteer** as your category.
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’ under the Safe Environment Training to begin.
5. 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.
6. After you are certified, you can access your completion certificate 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.





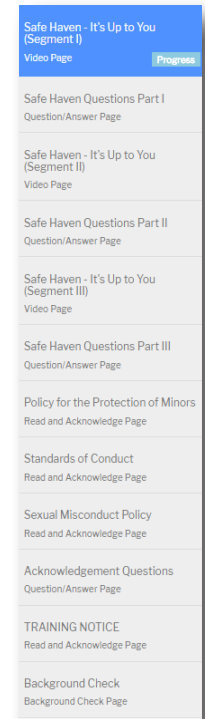
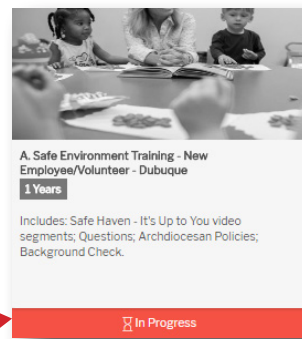
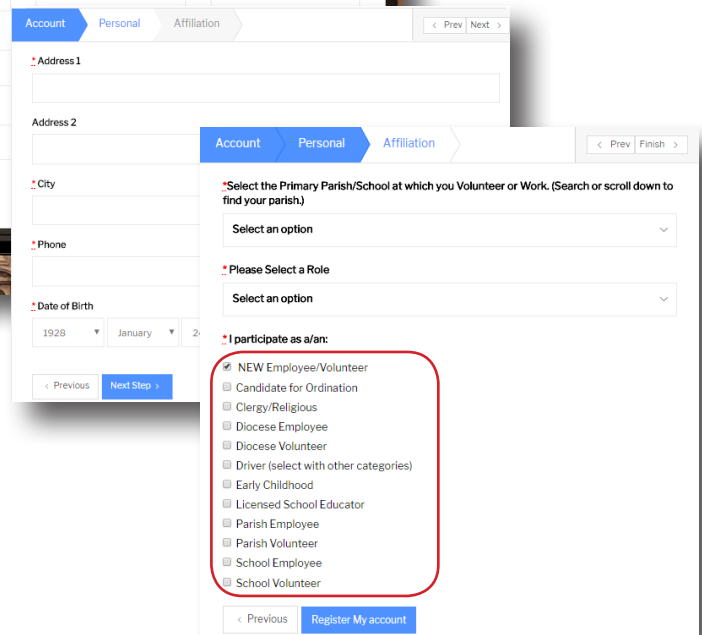
You can switch language settings to Spanish before registering for an account here.

- You will progress through ALL three account creation screens before your registration is complete. Be sure to select **“NEW Employee/Volunteer”** as your category

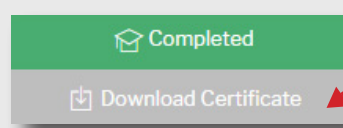
- On your main dashboard, you will click Start Curriculum to open up the training.

- 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 and your certification is approved by the Diocese.



- Once you have been certified, you can access your completion certificate by clicking the gray ‘Download Certificate’ button under the “Completed” curriculum.



<https://Dubuque.CMGconnect.org/>