

DIOCESE OF SPRINGFIELD IN ILLINOIS



End User Instructions

1. Go to <https://SpringfieldIL.cmgconnect.org/>
2. **New to training?** Create a new account by completing all the boxes under the *Register for a New Account* area. This includes your address, primary parish, and how you participate at your parish or school.
If you have questions about what options to select, please contact your parish/school coordinator.
3. Your dashboard will show you the required and optional training curriculums that have been customized for your particular category within the Diocese.
4. Click **Start** under **A. Safe Environment Training (School Employees & Volunteer Coaches) - Diocese of Springfield in Illinois** to complete your category-specific safe environment requirements.
5. Within the curriculum, you will be provided instructions for completing Fingerprinting requirements. The DCFS Form must also be completed and sent to safeenvironment@dio.org. **You MUST complete both of these screening requirements to meet safe environment compliance.**
6. If you have a valid email address associated with your account, you will receive a notification from webmaster@cmgconnect.org upon your approved certification.
7. After your account is certified 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).

Please contact cmgconnect@catholicmutual.org or click  **Support** if you need assistance accessing your account.

Last Updated: 06/16/22

Click **Sign In** to log in with your current username and password.

Select 'Language - ES' to create an account in Spanish

• You will progress through ALL three account creation screens then click **Register** to complete your profile set-up. *If you are unsure of which participation category to select, please contact your site coordinator or the Diocese.*

• On your dashboard, click **Start** to open up the **A. Safe Environment Training (School Employees & Volunteer Coaches) - Diocese of Springfield in Illinois** training option.

• Progress through the training sections—as you complete each page, it will be marked as **Done** to show that the segment is finished.

• Instructions for fulfilling your Fingerprint screening requirements and the DCFS authorization form are provided within the curriculum. The authorization form **must** be completed and sent to safeenvironment@dio.org.

• After you have been certified, a completion certificate will be available under the finished module on your dashboard. Click the gray **Print Certificate** button to access.

NOTE: *If you have a valid email address on your account, you will receive a system message when approved.*

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