

CMGConnect

DIOCESE OF ST CLOUD



End-User Instructions

1. Go to <https://StCloud.cmgconnect.org>
2. 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 please contact your parish/school coordinator.
3. Click **Start** to open the **Safe Environment Training, Policy Acknowledgement, and Background Check (St Cloud)** module posted under the Required Trainings area of your dashboard.
4. On the last page of the curriculum, submit your background check information. *The curriculum will be marked "Resume" until your background check is processed and reviewed by the diocese. Processing can take up to 7-10 business days.*
5. If needed, you can access your completion certificate after you are certified by returning to the training dashboard and clicking **Print Certificate**.

**If you encounter any issues,
email Jessica.Goebel@gw.stcdio.org**



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

Last Updated: 06/20/2023

CMGConnect Home FAQ Support State Reporting Agencies Privacy English Sign In

COVID-19 Resources Click Here

Diocese Of St Cloud

Welcome to CMG Connect - The Diocese of St Cloud training hub

Please check with your site administrator to see if you have an existing account.

If you have done training in the past, you will use that same username and password. Contact your site administrator if you have questions. Please click the 'Sign In Here' tab in the top right corner of this screen.

If you are new to training, please set up an account. You will be asked to complete all required boxes.

Existing Accounts

Do you have an account? If so, you don't need to sign up for a new one. Click the 'Sign In' button in the upper right hand corner of this window. Otherwise, register for a new account below.

Sign In

Register for a New Account

Account Personal Affiliation

Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Fr., Sr., Jr., Don.

First Name *

Address 1 *

Address 2 *

City *

State *

Phone *

1

2

3

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.

Click Here to change language settings to "Spanish" before creating a new account.

- On your main dashboard, locate the **Safe Environment Training, Policy Acknowledgement, and Background Check (St Cloud)** module 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.
- On the last page of the curriculum, enter your background check details. Please make sure ALL details are accurate before clicking "Submit Background Check Request". Enter your name as it appears on your government issued identification.
- The curriculum will show **Resume** on your training dashboard until AFTER your background check details are processed and your certification is approved by the Diocese. **Note: Background check processing can take up to 7-10 business days.**
- Once 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 the PDF.

DIocese OF ST CLOUD

Safe Environment Training

NEW Employees & Volunteers

Safe Environment Training, Policy Acknowledgement, and Background Check (St Cloud)

REQUIRED if: 1. You are a New Employee 2. You are a New Volunteer

Start

Complete

Print Certificate

<https://StCloud.CMGConnect.org/>