


CMGConnect

DIOCESE OF PEORIA



End-User Instructions

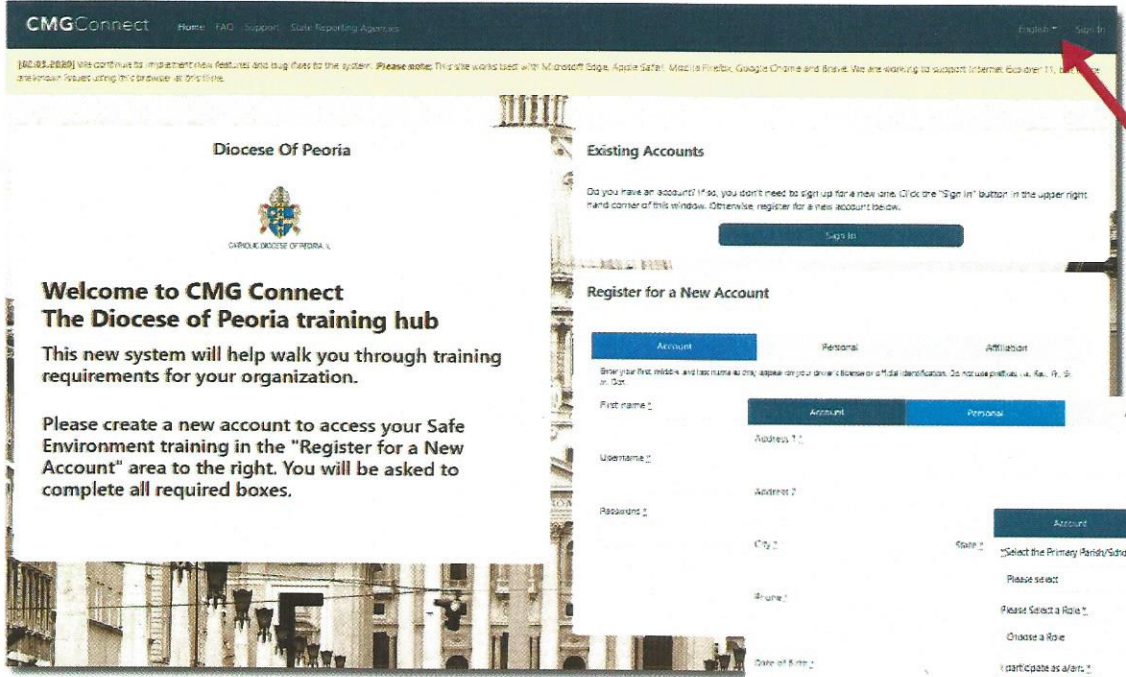
Getting Started:

1. Go to <https://Peoria.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. Your dashboard will show you the required and optional training curriculums that have been customized for your particular role within the Diocese.
4. Click  under the Safe Environment Training-Peoria to begin.
5. 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.*
6. If needed, you can access your completion certificate after you are certified by returning to the training dashboard and clicking **Print Certificate**.



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

Last Updated: 02/13/20



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

Welcome to CMG Connect
The Diocese of Peoria training hub
 This new system will help walk you through training requirements for your organization.
 Please create a new account to access your Safe Environment training in the "Register for a New Account" area to the right. 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.

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 initials, i.e. J.R., S.J., or D.M.

First Name: []
 Last Name: []

Address 1: []
 Address 2: []
 City: []
 State: []
 Zip: []

Phone: []
 Date of Birth: []

Account Personal Affiliation

Please select:
 Please Select a Role:
 Choose a Role:
 Participate as a role:
 Care
 Other Religious
 Parish Employee
 Parish Volunteer
 Priest/Deacon
 School Employee
 School Volunteer
 Seminarian

Previous Register

• 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 **Safe Environment** 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.

• 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.



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