

MEMORANDUM

TO: Diocese of Houma-Thibodaux
Locations with Automobile Coverage

FROM: Paula Aguilar
Member Services Representative

DATE: March 6, 2019

RE: Driver Information

Part of managing the auto insurance program for the diocese on behalf of Church Mutual Insurance Company (CMIC) necessitates the collection of confidential driver information for individuals who are **driving parish/location owned vehicles**. This information is needed in order to obtain a motor vehicle record (MVR) on each driver. Catholic Mutual takes your privacy very seriously and, as such, has evaluated our processes and procedures to ensure that we are managing your personal information in the most secure manner. Moving forward, rather than submitting your driver information via USPS or email, we will be utilizing our platform, CMGConnect.org in order to securely collect this data. **Each driver** will be required to log in, view a 12 minute safety video and complete an MVR check approval form.

Enclosed you'll find instructions which will assist with accessing CMGConnect and walking through the required steps to create a user account, complete the training and fill out the driver questionnaire. This process will have to be repeated for each driver every five years. There is no cost to you or the Diocese for this service.

To note: Each location will need to assign one person to manage approved drivers. This person must send their username to cmgconnect@catholicmutual.org to request Driving Coordinator access. The guide to navigating CMG Connect will be located under the Resources tab of your updated sign-on.

Our goal is to ensure the privacy of our members as well as maintain our objective to *protect* our members. Our hope is that working through the curriculum will result in mindful driving, fewer accidents and safer ministry. If at any point you have questions about this new program, please contact me by email at Paguilar@catholicmutual.org or by phone at 800-228-6108, ext. 2331. If you have questions specific to the CMGConnect process, please contact one of the CMGConnect team members at:

CMGConnect
Toll Free: (800) 228-6108
cmgconnect@catholicmutual.org

Thank you!

Diocese of Houma-Thibodaux

Defensive Driving Training Instructions

Step 1: Accessing CMG Connect

Go to <https://houmathibodaux.CMGconnect.org/> to register for an account. Complete the three pages of

“Register for a New Account” — basic account information, personal, and affiliation. Complete all required

The screenshot displays the registration process. The 'Register for a New Account' form includes fields for First name, Address 1, Username, Password, City, State, Phone, Email, and Date of Birth. The 'Affiliation' step includes a dropdown for 'Select the Primary Parish/School at which you Volunteer or Work' and a list of roles: Corporate Staff, Catholic Volunteer, Liturgical Staff, Clergy, Choir, Driver, Employee, Also involved in Catholic Ministry (e.g., RCIA, EWTN, etc.), Pastor, Parish Administration/Support Manager, Personal Care Home Staff, Program/Department, and Student/Student Teacher. A red arrow points to the 'Driver' option.

Select the “**Driver**” participation category on the last step, in addition to any other selections that describe your role at your primary location. This allows the platform to automatically assign the correct training(s).

If you are unsure of what category to select, please contact your diocese.

The login page includes the following elements:
- Logo: CMG CONNECT
- Tagline: The Training Platform of Catholic Mutual Group
- Username field: Enter your username
- Password field: Enter your password
- Login button: Log me in
- Links: Forgot Password?, Remember Me

If you completed training in the past, you may already have an account. Log in with your previous username and password by clicking the green “Sign in Here” button at the top right of the page.

If you cannot remember your password, click ‘Forgot Password’. If your email address is not recognized or you do not have an email address in the system, contact cmgconnect@catholicmutual.org to request a password reset.

If you are responsible for managing approved drivers, please send your username to cmgconnect@catholicmutual.org to request Driving Management access. Your guide to navigating CMG Connect as an administrator will be available by clicking **Resources** on the left side of the screen in your updated account.

Step 2: Locate and Start Trainings

Once you have completed the registration process, you will be directed to your dashboard. Click "Start Curriculum" to begin. **Note: Available curriculums will vary based on the participation category you selected when registering. To update, click 'Edit Profile' and select applicable categories.**

To view other Optional Training Curriculums, click the yellow arrow.

The screenshot shows a user dashboard for 'Test_Driver Account'. On the left is a navigation sidebar with icons for Dashboard, Training Access, Home, Edit Profile, and Logout. The main content area is divided into two sections: 'Required Training Curriculums' and 'Optional Training Curriculums'. Under 'Required Training Curriculums', there are two items: 'Defensive Driving Training' and 'Location Safety Curriculum'. Both have 'Start Curriculum' buttons, with the first one circled in red. Under 'Optional Training Curriculums', there are four items: 'School Safety Coordinator Program Requirements 2018/2019', 'Adult Anti-Bullying Training', 'Bloodborne Pathogens', and 'Children's Anti-Bullying Training'. Each has a 'Start Curriculum' button. The 'Children's Anti-Bullying Training' button has a yellow arrow pointing to it, which is also circled in red.

Step 3: Complete Training

Watch the training video, acknowledge diocesan policies, fill out the driver questionnaire, and submit your MVR check via the curriculum.

Each training page will be marked 'Done' as you progress.

The screenshot shows the 'MVR Check' form. On the left, a 'Training Overview' sidebar lists: 'Be Smart - Drive Safe II Video Plan' (Done), 'Vehicle Policy' (Done), 'Vehicle Safety Policy' (Done), 'Passenger Van Policy' (Done), 'Driver Questionnaire' (Done), and 'MVR Check' (MVR Check Form). The main form has fields for: First name, Last name, Address 1, Address 2, City, State (dropdown menu), Zipcode, Phone, Date of Birth (month and year dropdowns), Driving License State (dropdown menu), Driving License Number, Confirm Driving License Number, Social Security Number, and Confirm Social Security Number. There is a checkbox for 'I agree to terms and conditions' and a 'Submit MVR Check Request Details' button at the bottom.

Step 4: Access Certificate

After your MVR has been reviewed and approved, you will be able to log back in to the system to access your completion certificate. Locate your completed curriculum and select the gray 'Download Certificate' button.

A close-up of a button labeled 'Download Certificate' with a document icon. Above it is a green box with a checkmark icon and the word 'Completed'. A red arrow points to the 'Download Certificate' button.

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

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