



SS. Simon and Jude *Cathedral*

Safe Environment Training FIRST TIME

Follow these instructions if you have never completed a Safe Environment Training

or

If you did NOT renew your Safe Environment Certification within this last year(July1st 2019-June 30th 2020). If you did not renew during this time period you are required to take the FOUNDATION COURSE on line.

1. Go to: <https://phoenix.cmgconnect.org>
2. Create a new account. Complete all 3 screens and click submit.
3. CMG will then log you out.
4. Sign in again using the username and the password you created.
5. Scroll down to the Required Trainings section and find Initial Online FOUNDATION Application, "A Time to Protect" & "A Plan to Protect" Videos, Take-Away Packet & Background Check.



6. Select Start Training and go through each section. Read and Acknowledge all forms and watch the videos.
7. Complete and submit background check information. *Carefully review that all your information is correct before submitting.*

Please allow 7-10 business days for processing.

After following these instructions, if you need help contact:
Erica Pulliam at 602-242-1300 ext. 160 or epulliam@simonjude.org