



SS. Simon and Jude *Cathedral*

Safe Environment Training RENEWAL

Follow these instructions if you have completed the Safe Environment Foundation Course previously and/or renewed your Safe Environment Certification last year.

1. Go to phoenix.cmgconnect.org
2. Click on Sign In under existing accounts
3. Enter your username and password
 - *If you did not change your username that you were given it is your *Firstname.Lastname.dop*
 - *If you forgot your username or password click on forgot user name or password and you will receive an email to reset them.
4. Once you have logged in to your account scroll down to the Required Trainings Section. You ONLY need to take Safe Environment Training 2020 ONLINE RENEWAL "The Different Faces of Grooming"



5. Select Start Training and go through each section. Read and Acknowledge all forms and watch the video.
6. Once you have done this when you are back to your Dashboard on the website this training should be marked as COMPLETE.
 - *If it is marked "In Progress" or "Incomplete" click back on the training and make sure you have acknowledged all forms and each section says "Done" on the left-hand side of your screen.

This renewal training is online only; we will not be having an in-person renewal training at this time. You can complete the training on a computer, tablet, or a smartphone.

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