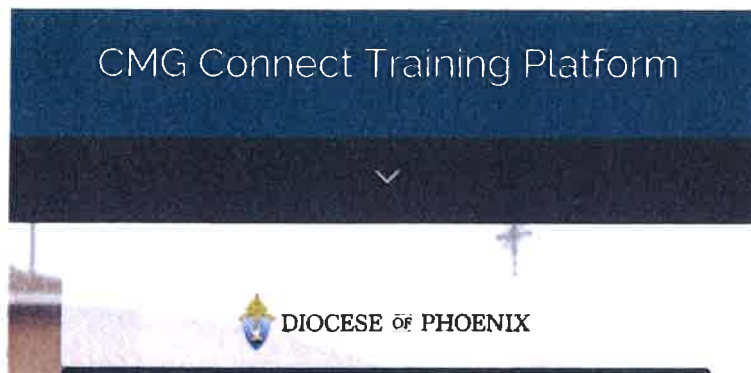


CMG Connect DIOCESE OF PHOENIX



Using a Mobile Device to complete Initial/Renewal Safe Environment Training

Before your session starts, you can register for the class via CMG Connect and complete other Safe Environment training requirements using your mobile device.

1. Go to <https://phoenix.cmgconnect.org/> to create your account.
2. Scroll down to the section that says **Register for a New Account**.
(If you already have an account please login and proceed to #3)
There are three (3) sections required to create your profile:
 - 1) *Account (Enter your legal name and a unique username/password)*
 - 2) *Personal (Enter your address, email, and phone number)*
 - 3) *Affiliation (Select your location and how you participate)*
3. Your main learning dashboard will show you the required curriculums that have been customized for your particular role within the Diocese.
4. Click **Start Curriculum** for *INITIAL/RENEWAL Safe Environment Training & Background Check - Phoenix* to complete Diocesan requirements and RSVP for the session you are attending.
5. On the last page of the curriculum, submit your background check details. Please be sure to enter your full name as it appears on legal identification to ensure accurate results.



For more information, please use your FAQ or Support tab at the top of the screen.

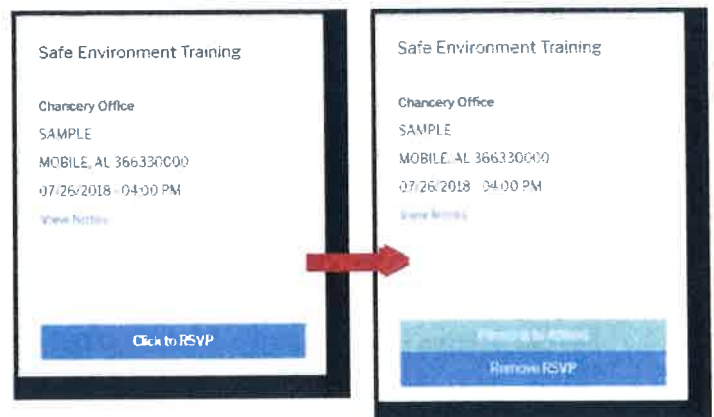
Create Your Account

- Scroll down to Register for your New Account. Complete all required fields of the three-step process.
- If you need to change language settings to Spanish, click the gray bar at the top of the screen.



RSVP for your Session

- After creating your account, scroll down and locate the module titled: *INITIAL/RENEWAL Training & Background Check - Phoenix*. Press **Start Curriculum**.
- Scroll all the way down to the bottom of the page to click **Understand and Agree to the Above Terms**. Do this for each document to confirm your agreement to adhere to Diocesan policies and standards.
- You will also be asked to answer screening questions. After you click **Submit Answers** to confirm your responses, click **Next Page** to progress.
- On the Live Event page, scroll down to locate the training session you are attending. Press **Click to RSVP** to complete your RSVP in the CMG Connect system. The session will show up as "Planning to Attend" to confirm that you have successfully RSVP'd.



Submit Background Check Details

- On the last page, confirm that your information is accurate and complete. Click

Screens may look different between an Android, iPhone, and PC. Sample images are from an Android device.

Your curriculum will remain marked as "In Progress" until your attendance is verified by the Diocese via the system. Please be sure to sign in at your session.

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