

Defensive Driving Curriculum & Motor Vehicle Report Training Instructions

Step 1: Accessing CMG Connect

Go to <https://neworleans.CMGconnect.org/> to register for an account. Complete the three pages of “Register for a New Account” — basic account information, personal, and affiliation. When choosing participation, please **also** select **Employee/Volunteer Driver (select in addition to other category)**.

The image shows a collage of screenshots from the CMG Connect website. The top left screenshot shows the homepage with the CMG Connect logo, navigation links (Owensboro, FAQ, SUPPORT), and a 'Sign In Here' button. The top right screenshot shows the 'Existing Accounts' section with instructions on how to log in or register. The middle screenshot shows the 'Register for a New Account' form with tabs for 'Account', 'Personal', and 'Affiliation'. The bottom right screenshot shows a dropdown menu for 'USCCB Role' with 'Employee' selected and 'Employee/Volunteer Driver (select in addition to other category)' checked. A red arrow points to this option.

Select the **“Employee/Volunteer Driver (select in addition to other category)”** 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 image shows the login page of the CMG Connect website. It features the CMG Connect logo and tagline "The Training Platform of Catholic Mutual Group". Below the logo are input fields for "Enter your username" and "Enter your password", a "Log me in" button, and links for "Forgot Password?" and "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. **Once you are logged in, click “Edit Profile” to the left. Then, click “Employee/Volunteer Driver (select in addition to other category)”**, then **“Save.”**

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. Find **Defensive Driving Curriculum & Motor Vehicle Report**. 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.

The screenshot shows a user dashboard for 'Test_Driver Account'. On the left is a navigation menu with icons for Dashboard, Training Archives, Inbox, 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 cards: 'Defensive Driving Training' (with a red circle around its 'Start Curriculum' button) and 'Location Safety Curriculum' (with a 'Never Expires' badge). Under 'Optional Training Curriculums', there are four cards: 'School Safety Coordinator Program Requirements 2018/2019' (1 Year), 'Adult Anti-Bullying Training' (Never Expires), 'Bloodborne Pathogens' (1 Year), and 'Children's Anti-Bullying Training' (with a yellow arrow button circled in red).

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

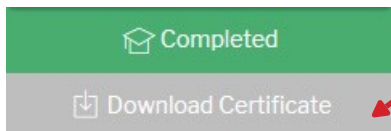
Step 3: Complete Training

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

Each training page will be marked ‘Done’ as you progress.

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.



The screenshot shows the 'MVR Check' form. On the left is a 'Training Overview' sidebar with a list of items: 'Be Smart - Drive Safe II Video Page' (Done), 'Vehicle Policy Read and Acknowledge Page' (Done), 'Vehicle Safety Policy Read and Acknowledge Page' (Done), 'Passenger Van Policy Read and Acknowledge Page' (Done), 'Driver Questionnaire Question/Answer Page' (Done), and 'MVR Check MVR Check Page' (Progress). The main form has fields for: First name (Sample), Last name (Account), Address 1, Address 2, City, State (CT), Zipcode, Phone, Date of Birth (1928, January, 18), Driving License State, Driving License Number (XX999999), Confirm Driving License Number (XX999999), Social Security Number (000-00-0000), and Confirm Social Security Number (000-00-0000). There is a checkbox for 'I agree to terms and conditions' and a 'Submit MVR Check Request Details' button.

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

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