CMGConnect

ORDINARIATE CHAIR OF ST PETER

Online Training Instructions

1. Go to https://personal-ordinariate-of-the-chair-of-st-peter.cmgconnect.org/

2. **Users with previous training:** Your historical records have been uploaded to the platform so you can complete the training**.**
   To access your profile, click on "Sign In Here" in the upper right corner of the page. Use your VIRTUS username and enter 1234 for the password. You will be prompted to set a more secure password, then log in with the new credentials. **Please do NOT create a new account.**

3. Click **Start** under your custom Safe Environment Curriculum on your dashboard.

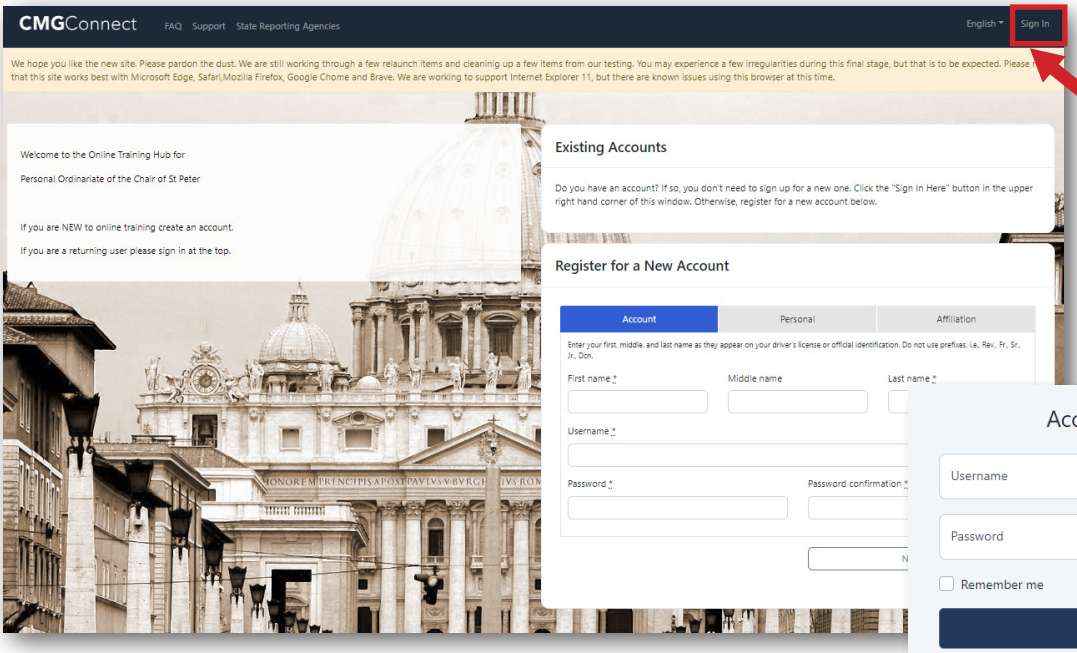
4. If you have not completed a background check in the last 5 years you will need to submit one via the **A. Background Check ONLY - Chair of St Peter** curriculum.
   You will be able to view if you need to take a background check by looking at the top middle box on the top of your profile that states ***'Background Check Status'.***

5. If you have a valid email address associated with your account, you will receive a notification from webmaster@cmgconnect.org upon your approved certification.

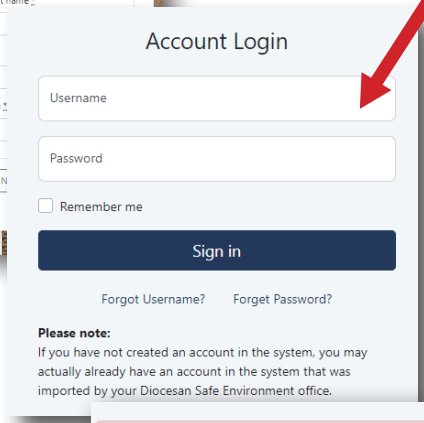
For more information, please use your FAQ or Support tab at the top of the screen.

Last Updated: 12/17/19

CATHOLIC MUTUAL GROUP



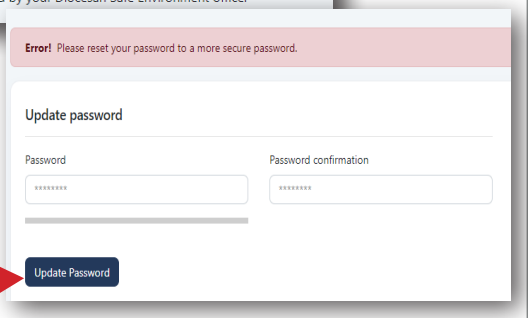
Sign in with your existing account with your VIRTUS username and password: **1234**



PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU HAVE TAKEN TRAINING PREVIOUSLY.

- Log in to your existing account by clicking the **Sign In Here** button in the upper right corner of the landing page. Use **your VIRTUS username** and password **1234** to access your profile.

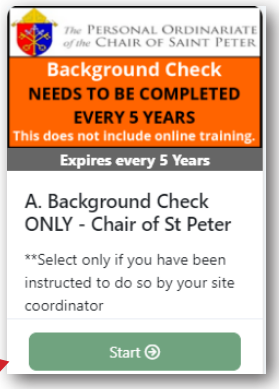
- For security purposes, you will be prompted to change your password upon logging in. Click **Update Password** to keep your changes, then go to **Sign In Here** again to log in with your new password.
  Please contact cmgconnect@catholicmutual.org or click the Support *button if you need assistance accessing your account.*

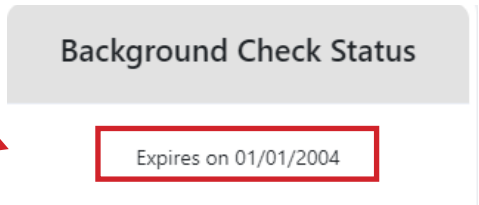


- On your main dashboard, locate your customized Required Safe Environment Training and click Start to begin.

- Complete all the pages within the training. Each box will be marked as Done as you progress. When finished, click **Dashboard**.

- If you have not taken a background check in the last **5** years you will need to submit one by clicking on the ***A. Background Check ONLY - Chair of St Peter.***
  To view if you need to submit a background check, look at the 'Background Check Status' box at the top of your page.
  Please note, background checks can take up to 7-10 business days to process where the training will remain 'Resume' until it returns.





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