

CMGConnect

DIOCESE OF PHOENIX



Initial Live Training Instructions

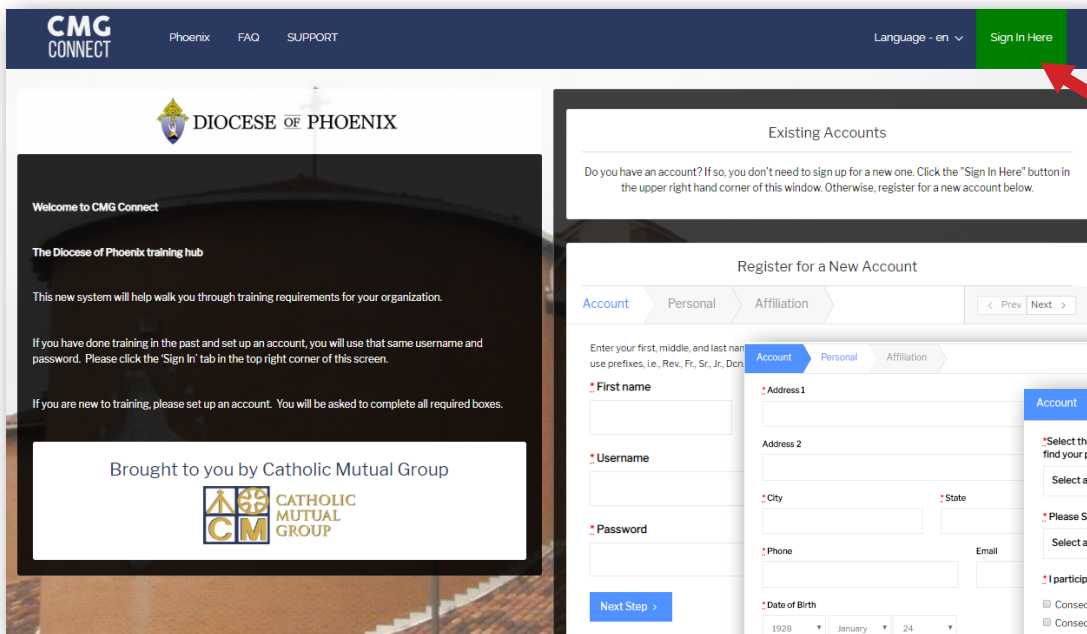
Getting Started:

1. Go to <https://phoenix.cmgconnect.org/>. Create a new account by completing all the boxes. This includes address, primary parish, and how you participate at your parish or school. If you have questions about which option(s) to select, please contact your parish/school coordinator.
2. Click the green 'Sign In' button at the top right corner of the page to log in and complete the ***Initial FOUNDATION Application, Live Training RSVP & Background Check - Phoenix*** curriculum.
3. Your dashboard will show you the required and optional training curriculums that have been customized for your particular role within the Diocese.
4. Click **Start Curriculum** to access the ***Initial FOUNDATION Application, Live Training RSVP & Background Check - Phoenix*** curriculum where you will complete the online training contents as well as pre-register (RSVP) for your training session.
PLEASE NOTE: The Live Events page of the training will remain marked as "In Progress" until your attendance is confirmed by an administrator in the system.
5. On the last page of the curriculum, verify your background check details. When you have confirmed that all of your information is entered correctly, check the Terms & Conditions box then click **Submit Background Check Request**
PLEASE NOTE: The background check will be submitted AFTER your attendance is confirmed. The curriculum will show as "In Progress" until the check is completed and approved. Background check processing can take up to 7-10 business days.

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



Last Updated: 06/27/19



If you have an existing account, sign in with the username format: **FirstName.LastName.DOP** and password: **1234**

- **Register for a New Account:** Complete ALL three account creation screens to register your account.
- On your main dashboard, click **Start Curriculum** under **Initial FOUNDATION Application, Live Training RSVP & Background Check - Phoenix** to open up the training.
- Complete each page within the training—as you work through, they will show as **Done** in each box.
- On the Live Events page, select “Click to RSVP” for your training. Once preregistered, the event will be marked as **Planning to Attend**. *The Live Event page will be marked as “In Progress” until AFTER your attendance is confirmed in the system by an administrator.*
- On the last page of the training, submit your background check details. **Please fill in all information as shown on legal documentation.**
- The curriculum will show as **In Progress** on your training dashboard until your background check is processed and approved for your certification by the Diocese. After your details are submitted, processing can take up to 7-10 business days.