

# CMGConnect

## DIOCESE OF PHOENIX



### *Initial Live/Online 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. Once you have completed your profile click on "Register" and you will be directed to the "Dashboard" of your new CMG Account.
3. Your dashboard will show you the **required** and **optional training** curriculums that have been customized for your particular role within the Diocese.
4. You have the option to attend a Live In-Person Foundation Class or an ONLINE Foundation Training. Click **Start Curriculum** to access the chosen Initial Foundation Class.  
***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.*

**CMG CONNECT** Phoenix FAQ SUPPORT Language - en Sign In Here

**DIOCESE OF PHOENIX**

Welcome to CMG Connect

The Diocese of Phoenix training hub

This new system will help walk you through training requirements for your organization.

If you have done training in the past and set up an account, you will use that same username and password. Please click the 'Sign In' tab in the top right corner of this screen.

If you are new to training, please set up an account. You will be asked to complete all required boxes.

Brought to you by Catholic Mutual Group

**Existing Accounts**

Do you have an account? If so, you don't need to sign up for a new one. Click the "Sign In Here" button in the upper right hand corner of this window. Otherwise, register for a new account below.

**Register for a New Account**

Account Personal Affiliation

Enter your first, middle, and last name. Use prefixes, i.e., Rev., Fr., Sr., Jr., Don.

\* First name

\* Address 1

Address 2

\* City

\* State

\* Phone

Email

\* Date of Birth

1928 January 24

\* Password

Next Step

**Account** Personal Affiliation

\* Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

Select an option

\* Please Select a Role

Select an option

\* I participate as a/an:

☐ Consecrated Life

☐ Consecrated Life in Formation

☐ Deacon

☐ Deacon Candidate

☐ Educator (for all Diocesan Catholic School Personnel ONLY)

☐ Lay Employee

☐ Outside Organization / Vendor

☐ Priest

☐ Seminarian

☐ Volunteer

Previous Register My account

- **Register for a New Account:** Complete ALL three account creation screens to register your account.
- On your main dashboard, click **Start Curriculum** under the Live In-Person or Online **Initial FOUNDATION Training** 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.

**Safe Environment Training**

Chancery Office

SAMPLE

MOBILE, AL 366330000

07/26/2018 - 04:00 PM

[View Notes](#)

Click to RSVP

**Safe Environment Training**

Chancery Office

SAMPLE

MOBILE, AL 366330000

07/26/2018 - 04:00 PM

[View Notes](#)

Planning to Attend

Remove RSVP

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