

CMGConnect


DIOCESE OF PHOENIX



2020 Annual ONLINE RENEWAL Training Instructions

1. Go to <https://phoenix.cmgconnect.org>
2. If you cannot recall your Username or Password, please click on "**Forgot Username**" and/or "**Forgot Password**". Information will be sent to your email to help you login. If you did not add an email address to your account, or, if you know you took a training in 2019/2020, please contact the Coordinator at your primary location for help. **Please do not create a new account.**
3. Your main learning dashboard will display both the Renewal and Foundation training options. ******If you attended an in-person FOUNDATION training AND/OR completed your most recent Renewal training in July 2019-June 2020, please disregard the blue Foundation module. You will **ONLY** need to complete this **Online Renewal**. ******
4. Click **Start** under **2020 Annual Online RENEWAL Training: "Different Faces of Grooming" - Phoenix** module. *If this training option is not displayed, you may not have signed in to your historical account. Please contact support for assistance.*
5. Your curriculum will be marked immediately as "Complete" once you are finished. If your curriculum is marked as "Resume" please check to see that you have finished all aspects and are at 100%. If you are at 100% but still marked as "resume", please contact the Coordinator at your Primary Location.



For technical assistance, contact us via the  button found in the bottom right corner of the web page.

Last Updated: 03/03/20