



August 30, 2022

Welcome and thank you for working and/or volunteering with Nazareth School. Nazareth School has implemented the CMG Connect platform to administer the Safe Environment Program.

CMG connect is a web-based platform that will assist us to ensure that all employees and volunteers who are in a position of trust with children and vulnerable adults within our schools and parishes are trained to recognize behavior patterns of potential abusers and provide proactive measures for preventing abuse in any context.

Part A- background check and Part B- “Safe Environment” training must be completed. Safe Environment curriculum consists of videos that are immediately followed by a brief questionnaire to further develop understanding. **A background fee of \$25 will be required and can be paid cash or check made payable to Nazareth School.**

Education is a key element of the Safe Environment program. All clergy, employees, contracted school personnel, volunteers, members of groups, and organizations over the age of 18, who work, volunteer, or participate in **any** capacity are required to complete the Diocesan Safe Environment Training and a criminal background check before they may begin employment, volunteer, or participate with ministries, groups, and organizations.

In addition, the mandatory renewal training must be completed every 5 years and a new background check submitted before the 5-year expiration of prior training. The CMG Connect platform contains all three elements of the Diocese of San Diego Safe Environment Program:

1. CMG Connect Safe Environment training program to be completed every 5 years.
2. Background Check to be completed every 5 years in compliance with the Diocese of San Diego Safe Environment Program; all affiliates require that volunteers and employees complete the Safe Environment training and background check.
3. Defensive Driving- only required when driving children for school functions (ex. field trips).

You can access CMG Connect at www.sandiego.cmgconnect.org where you will create a new account and complete the training and background check. If you have any questions, please contact the office at office@nazarethschool.org or 619-641-7987.

Thank you,

Nazareth School Office

CMGConnect

Online Training Instructions

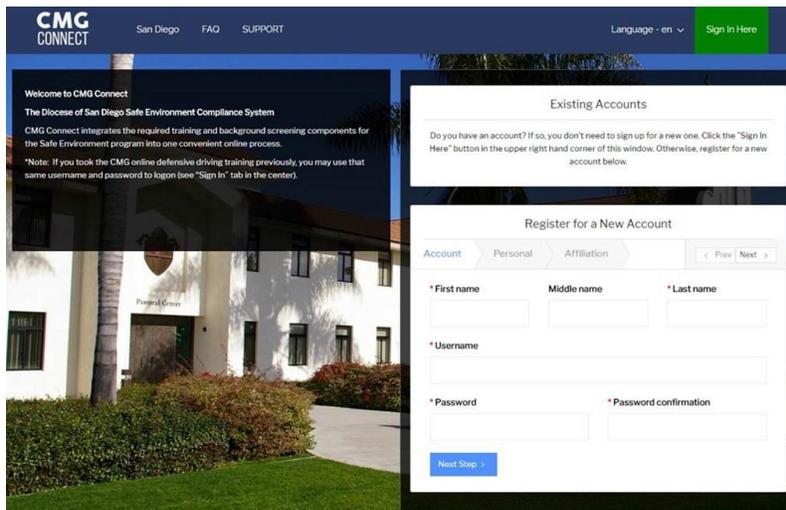
Diocese of San Diego — User Instructions

For VOLUNTEERS Only

Rev 6/2021

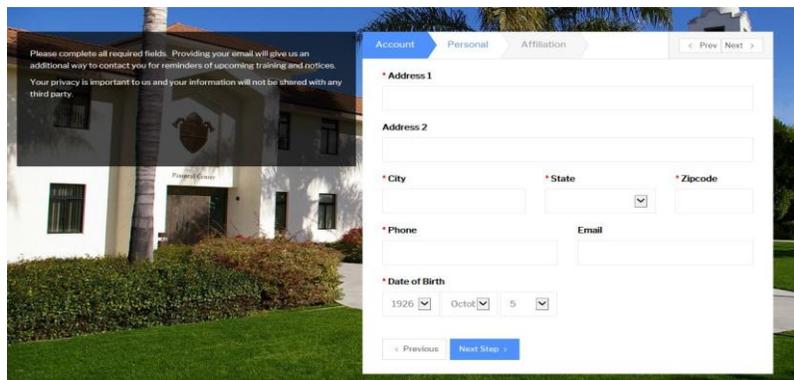
Self-Register

1. Please access all training at <https://sandiego.cmgconnect.org/>
2. Available in Spanish? If you want to complete the requirements in Spanish then before you start the registration process you need to click on “language-en” or “English” (upper right hand corner) to select Spanish otherwise skip this step and proceed with step 3.
3. Create an account by completing all of the information in the next several screens starting with the below under “Register for a New Account”. If you have completed any training in the past, you already have an account. Please click on “Sign In Here” to login with your previous username and password. If you cannot remember your username and password, click “Forgot Password”.



The screenshot shows the CMG Connect website interface. At the top, there is a navigation bar with the CMG Connect logo, 'San Diego', 'FAQ', 'SUPPORT', 'Language - en', and a 'Sign In Here' button. The main content area is split into two panels. The left panel is a welcome message: 'Welcome to CMG Connect. The Diocese of San Diego Safe Environment Compliance System. CMG Connect integrates the required training and background screening components for the Safe Environment program into one convenient online process. *Note: If you took the CMG online defensive driving training previously, you may use that same username and password to login (see "Sign In" tab in the center).' The right panel contains two forms. The top form is titled 'Existing Accounts' and asks if the user has an account, with a 'Sign In Here' button. The bottom form is titled 'Register for a New Account' and has tabs for 'Account', 'Personal', and 'Affiliation'. It includes fields for 'First name', 'Middle name', 'Last name', 'Username', 'Password', and 'Password confirmation', along with a 'Next Step' button.

4. Provide your address and other demographic information.



The screenshot shows the 'Personal' information form in the registration process. The form has tabs for 'Account', 'Personal', and 'Affiliation'. It includes fields for 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu), 'Zipcode', 'Phone', and 'Email'. There is also a 'Date of Birth' section with dropdown menus for the year (1926), month (October), and day (5). A 'Next Step' button is at the bottom right.

5. You will be asked 3 questions:

Select the PARISH, SCHOOL or Preschool: (choose the location in which you are currently volunteering)

Select a Role: (choose Volunteer)

I participate as a/an: (choose any of the options related to a Volunteer)

Note: If you need assistance, please contact your location administrator or coordinator

The screenshot shows a registration form with three main sections. The first section is titled '*Select the Primary Parish/School at which you Volunteer or Work' and contains a dropdown menu labeled 'Select an option'. The second section is titled '*Please Select a Role' and also contains a dropdown menu labeled 'Select an option'. The third section is titled '* I participate as a/an:' and lists seven options with checkboxes: 'Parish or Pastoral Center Employee', 'Parish or Pastoral Center Volunteer', 'Preschool Employee', 'Priest or Deacon', 'School Employee', 'School Substitute Teachers', and 'School Volunteer'. At the bottom of the form, there are two buttons: '< Previous' and 'Register My account'.

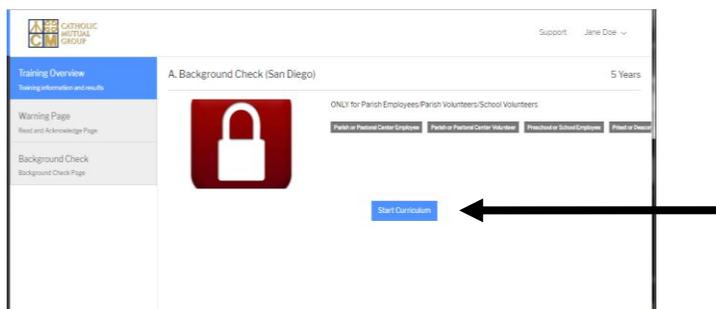
6. You have successfully completed the registration process. Next you will be directed to your “Dashboard” to complete the “**Required Training Curriculums**”. There are some additional curriculums, as shown below, that you may be asked to complete, if applicable, such as the “Defensive Driving” curriculum.

The screenshot shows a dashboard titled 'Required Training Curriculums' under the 'CMG' logo. On the left is a vertical navigation menu with icons for 'Settings', 'Sites', 'Users', 'Curriculum', 'Resources', 'Live Events', 'Reports', 'Children's Data', 'Edit Profile', and 'Logout'. The main content area is divided into two sections. The top section, 'Required Training Curriculums', features two items: 'A. Background Check (San Diego)' and 'B. Safe Environment Curriculum - San Diego'. Both items show a 'Completed' status and a 'Download Certificate' button. The bottom section, 'Optional Training Curriculums', features three items: 'Building Safety Curriculum', 'Defensive Driving Curriculum', and 'Driving Administrator Curriculum'. Each item has a 'Start Curriculum' button. A red arrow points from the text 'Required Training' to the top section. A white arrow points from the text 'Defensive Driving' to the 'Defensive Driving Curriculum' item.

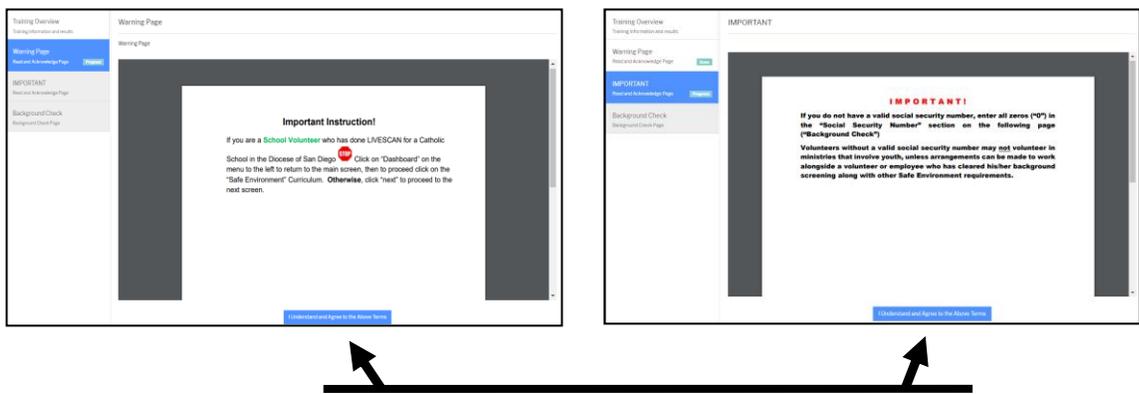
Important: For those driving on company time. You must complete the Defensive Driving curriculum.

Defensive Driving

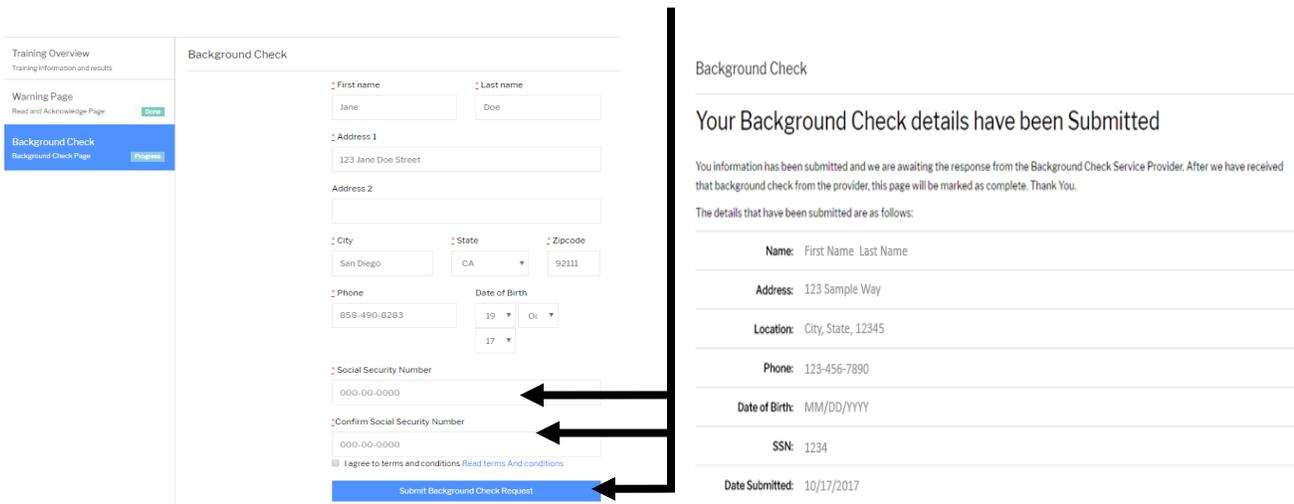
7. Starting with the background check - You will be directed to the below screen. Click “Start Curriculum”.



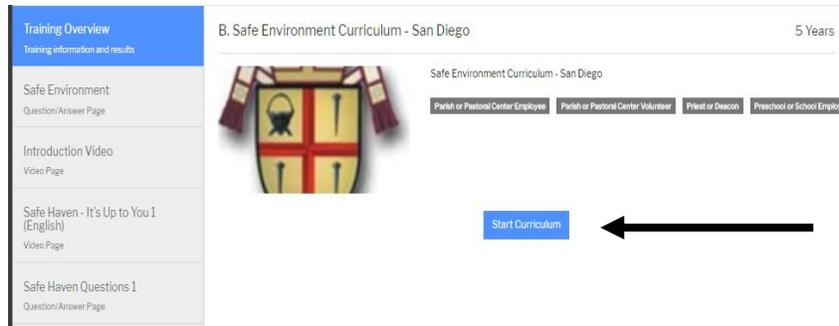
8. You will be presented with 1 to 2 “warning pages” depending on Parish/Pastoral Center Volunteer or School Volunteer (see sample below). Read the notice then scroll down to the blue button to proceed.



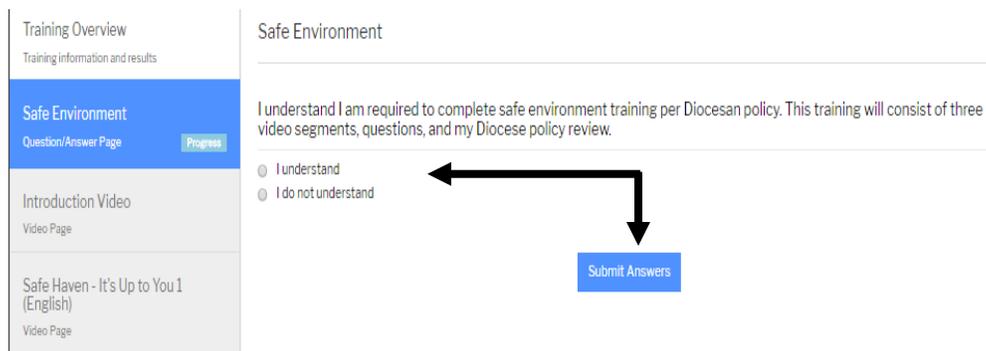
9. Next enter your SSN number twice then click “submit background check request”. You will receive a notice that your background was submitted. **Note:** “In Progress” means we are awaiting the response from Selection.com.



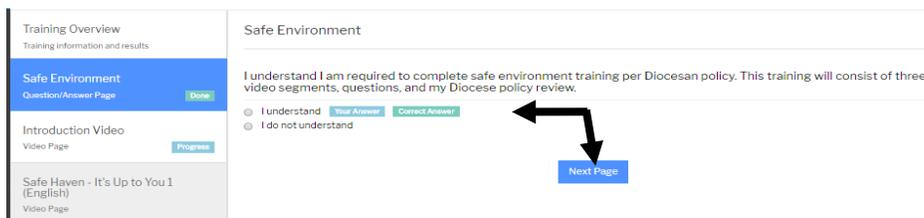
10. From your Dashboard under required training curriculum click on “Safe Environment Curriculum” and click on “start curriculum” to begin viewing each segment.



11. Next select the answer stating “I understand” followed by clicking “Submit Answer”



12. Notice you are going thru step by step. Next you will select the answer stating “I understand” and click “Next Page”



13. You now directed to view the first series of short videos. After completion your location administrator or coordinator will have access to check your compliance online and will notify you if needed.

