

SAFE ENVIRONMENT FOUNDATION CLASS

In order to volunteer in our parish, it is necessary to complete the Diocese Safe Environment Curriculum each year, beginning with the Foundation Class. Due to COVID, all of this can be done online.

NOTE ON DEVICE: It is highly recommended to use a computer rather than a tablet or phone, if possible.

STEP 1: Create an Account on CMG Connect

- Visit <https://phoenix.cmgconnect.org/>
- On the right side of the screen, there is a box entitled “**Register for a New Account**”
 - It will ask you to enter:
 - Your First Name
 - Your Last Name
 - Create a username
 - IMPORTANT: Please create the username in this format:
firstname.lastname.dop
 - (ex. william.wright.dop)
 - Create a password
 - Make sure to write this down
 - Confirm the password
 - Then click “**Next Step**” just below the Password Confirmation box
 - Next, input the following:
 - Your street address, City, State, and Zipcode in the appropriate boxes
 - Input your phone number and your email address in the appropriate boxes
 - Then use the three drop down selection boxes to input your Date of Birth
 - Click “**Next Step**”
 - There are three areas on this next part:
 - 1) It will say “Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)”
 - Using the dropdown, select “Our Lady Of Lourdes/Prince of Peace Parish – SUN CITY WEST, AZ”
 - 2) Under “Please Select a Role”, please choose:
 - “Volunteer”
 - You may have to scroll down, depending on the screen on your computer or device.
 - 3) There are checkboxes after the wording “I participate as a/an:...”
 - Please select Volunteer
 - Please do **NOT** select “Limited Volunteer: NO contact with minors or vulnerable adults”
 - In our parish, we are ALWAYS in contact with minors or vulnerable adults.
 - Finally, click the green “**Register**” box with white lettering

STEP 2: SELECT the Initial Application & Foundation Training

- Once you register, you will be taken to the “Dashboard” page of CMG Connect automatically.
- On this page, you will see a box with black bordering, the Diocese of Phoenix logo, and a blue box with white lettering that says, “Safe Environment INITIAL APPLICATION & FOUNDATION TRAINING: Application, Diocesan Policy Review, FOUNDATION video & Background Check
 - Click the green button below the video description that says “Start”

STEP 3: Work through the FOUNDATION TRAINING module

- On each page, you will need to select a box at the bottom of the module that will allow you to continue to the next part.
- The videos must be watched in full before you can proceed to the next part.
- On the final page, for the Background Check, it is very important that you fill in all fields and then click submit.
 - If you do not click submit, the Background Check will not go through and your Safe Environment certification will remain in limbo.

NOTE:

- Due to new policies in the Diocese, as of last year, all volunteers will need to submit for a Background Check every five years.
- The system is secure and your data will not be shared.

FOR TECHNICAL ASSISTANCE:

- If you need technical assistance with CMG Connect, please contact their support team by clicking the blue Support button in the bottom right hand corner.
 - Select the issue you are having and then submit a message.
 - They will get back to you with a solution to help you proceed.