# CMGConnect

# CATHOLIC DIOCESE OF LEXINGTON



# *Safe Environment Training Employee Recertification*

1. Go to https://Lexington.cmgconnect.org/

   **New to training?** Create an account by completing ALL 3 pages of information under the 'Register for a New Account' section. This includes you address, primary parish, and how you participate in your parish/school. *If you have questions about which participation category to select, please contact your parish/school coordinator.*
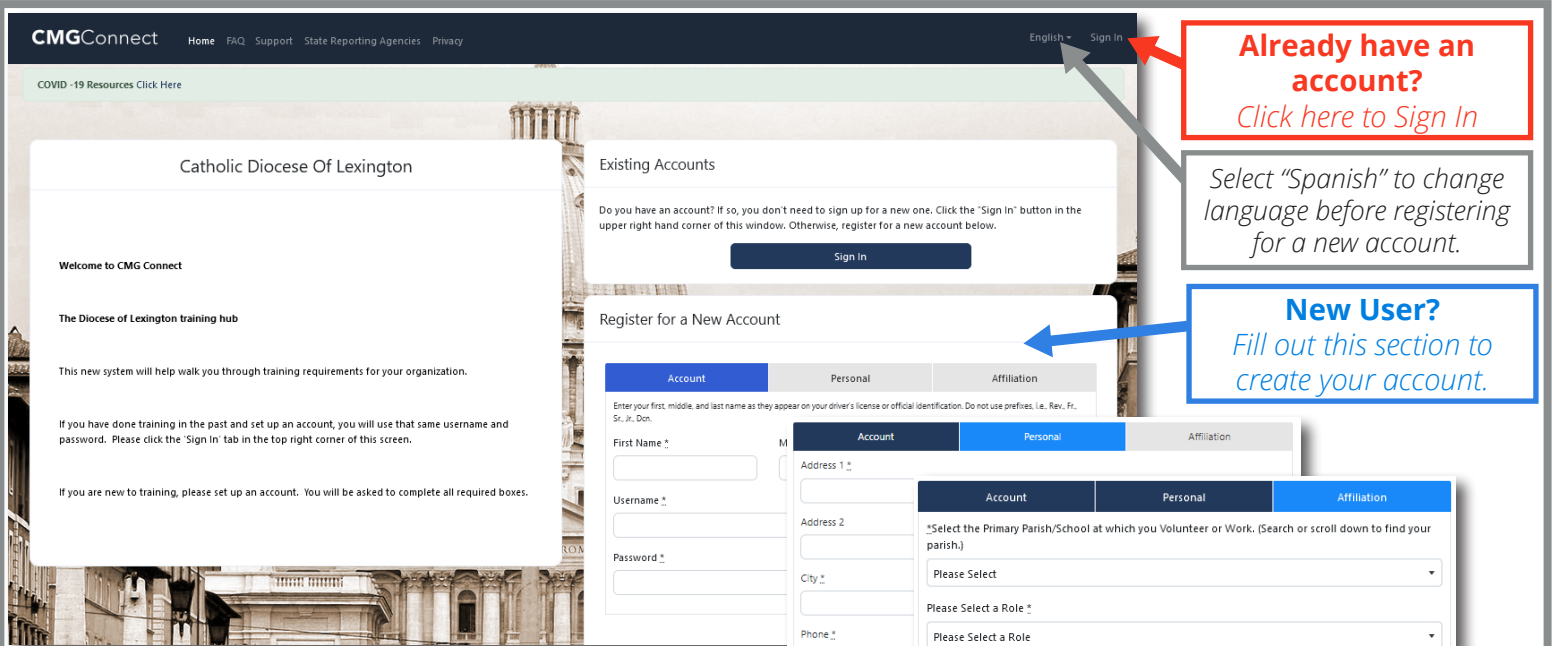
   **Already have an account? Do not create a new account.** Click the **Sign In** button in the top right corner of the page to access your account. *If you do not remember your login information, please click the blue **Support** button in the bottom right corner of the page.*

2. Your dashboard will show you the required and optional training curriculums that have been customized for your particular role within the Diocese.

3. Click **Start** under the **Employee Safe Environment Recertification Curriculum - Lexington** training to begin.

4. On the last page of the curriculum, submit your background check information. ***Note:*** *The curriculum will be marked with **Resume** until your background check is processed and reviewed by the diocese. Processing can take up to 7-10 business days.*

5. If needed, you can access your completion certificate after you are certified by returning to the training dashboard and clicking ***Print Certificate***.



For technical assistance, contact us via the [Support] button found in the bottom right corner of the web page.     *Last Updated: 09/27/2022*

*Select "Spanish" to change language before registering for a new account.*

**New User?**
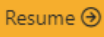*Fill out this section to create your account.*

• **New to training?** You will need to progress through ALL three account creation screens before your registration is complete. Click **Register** to access your new profile.
*If unsure of which participation category to select, please contact your site coordinator or the Diocese.*
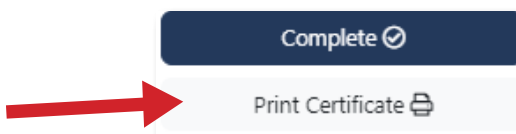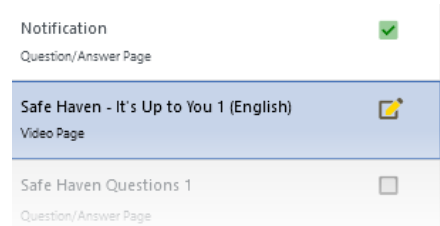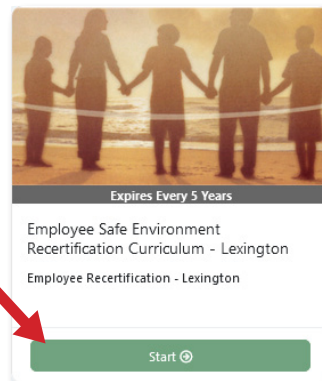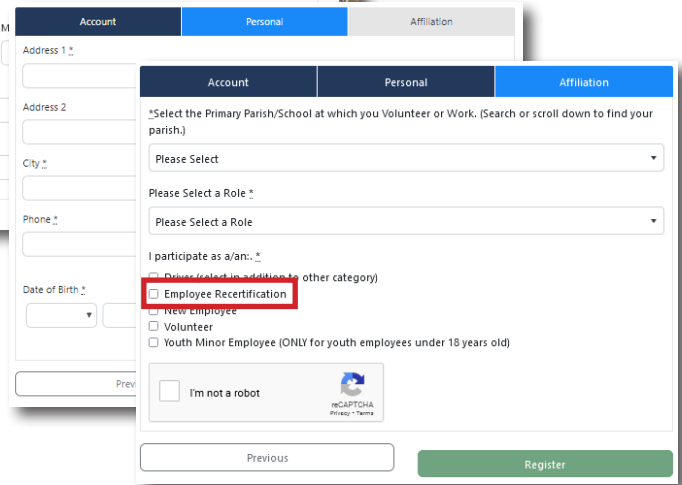
• **Already have an account?** Click **Sign In** at the top right corner of the page.
**Please do not create a new account.** *If you do not remember your login information, click the Support button in the lower right corner of the page.*

• On your dashboard, click *'Start'* to open up the **Employee Safe Environment Recertification Curriculum - Lexington** training option.

• Progress through the training sections—as you finish each page, it will be marked with ✅ to show that the segment is saved as Complete.

• The curriculum will be marked with **Resume ⟳** on your training dashboard until AFTER your background check details are processed and reviewed by the Diocese. **Note:** *Background check processing can take up to 7-10 business days.*

• After you have been certified, a completion certificate will be available under the finished module on your dashboard. Click the gray **Print Certificate** button to access the PDF.

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