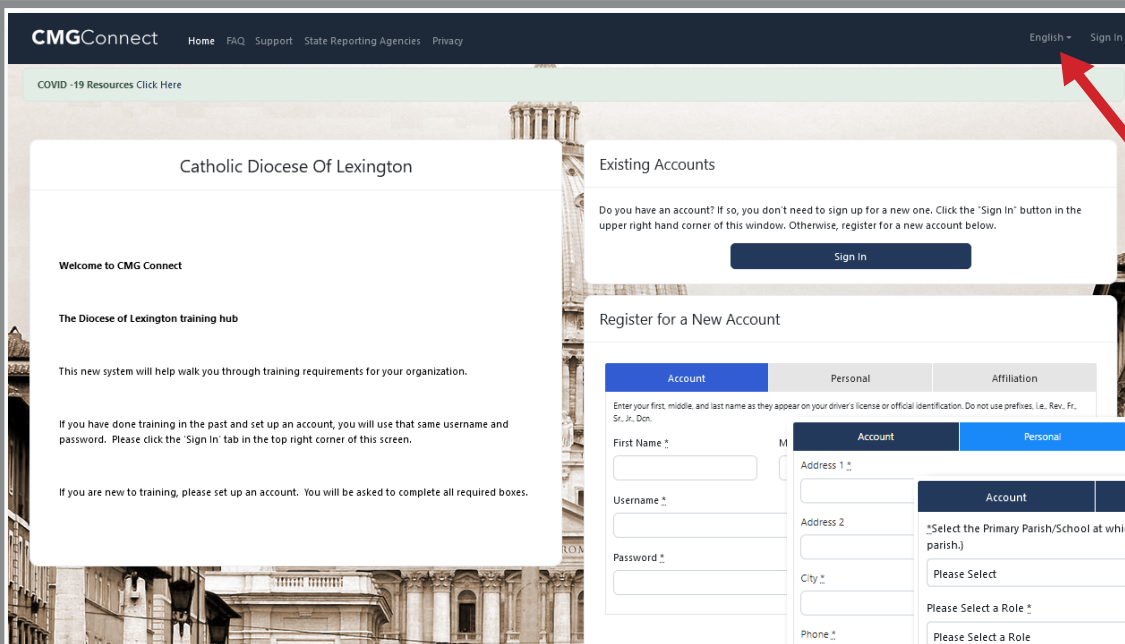




## ***New Employee Safe Environment Training & Orientation***

1. Go to <https://Lexington.cmgconnect.org/>
2. Create a new account by completing all the boxes under the **Register for a New Account** area. This includes your address, primary parish, and how you participate at your parish or school. *If you have questions please contact your parish/school coordinator.*
3. Your dashboard will display the two modules that you are required to complete as a new employee. Click **Start** under the **Part 1: New Employee Safe Environment - Lexington** module and submit your Background Check at the end.  
**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.*
4. After you have completed the **Part 1** training, and you have received an email stating that you have met all of the requirements for the Diocese, you can begin the **Part 2: New Employee Orientation - Lexington** module to RSVP for a Live Event.
5. On the Live Events page of the **Part 2** training, choose which Live Event you plan to attend and select 'Click to RSVP' to pre-register. The Event you chose will be marked as 'Planning to Attend'.  
**Note:** *The curriculum will be marked with **Resume** until AFTER your Live Event attendance is confirmed in the system by an administrator.*



Click Here and select "Spanish" to change language settings before creating a new account.

• You will progress through ALL three account creation screens before your registration is complete. Be sure to click **New Employee** as your participation category. Click **Register** to access your new profile.

• On your dashboard, click **Start** to open the **Part 1: New Employee Safe Environment - Lexington** training module and submit your Background Check at the end.

*Note: Background check processing can take up to 7-10 business days to complete.*

• After you have been notified to do so, you will click **Start** to open the **Part 2: New Employee Orientation - Lexington** training module to RSVP for a Live Event.

• On the Live Events page, choose which Live Event you plan to attend. Select **Click to RSVP** to pre-register for the class. The event will be marked as **Planning to Attend**.

After you have been certified, a completion certificate will be available under the **Part 1** finished module on your dashboard. Click **Print Certificate** to access the PDF.

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