CMGConnect
DIOCESE OF PHOENIX

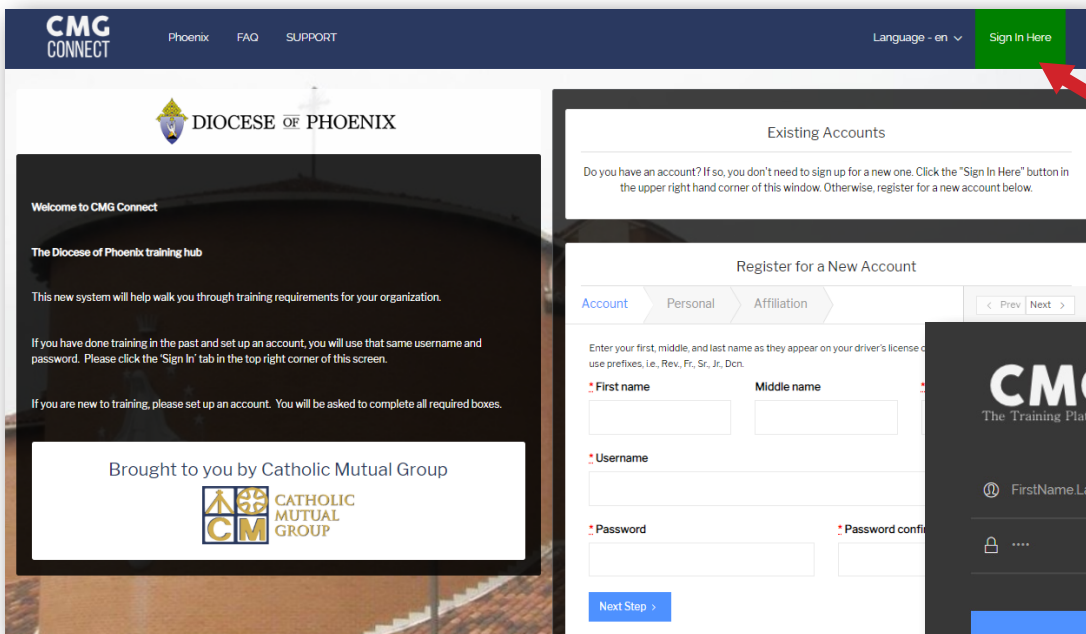THE ROMAN CATHOLIC
DIOCESE OF PHOENIX

Safe Environment
RENEWAL TRAINING
Annual Online Training:
"Renewing Our Commitment"

2019 Annual Online RENEWAL Training Instructions

1. Go to https://phoenix.cmgconnect.org/.
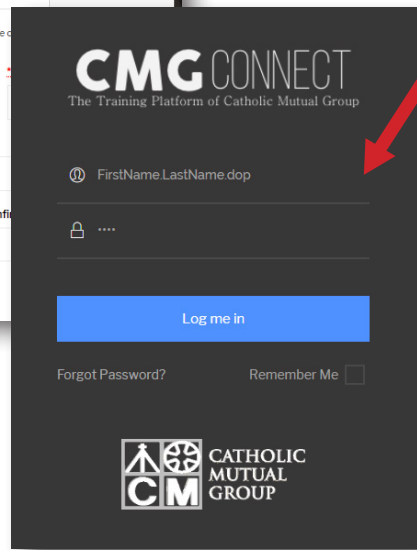
2. **Users with previous training:** Your historical records have been uploaded to the platform so you can complete the Renewal training**.**

   To access your profile, click on "Sign In Here" in the upper right corner of the page. Use the format: **FirstName.LastName.dop** for your username and enter **1234** for the password. You will be prompted to set a more secure password, then log in with the new credentials. **Please do NOT create a new account.**

3. Your main learning dashboard will show you both the Renewal and Foundation training options. **Note: if your Foundation requirement has been met within the past 3 years, you will ONLY need to complete the Renewal option.**

4. Click Start Curriculum under *2019 Annual Online RENEWAL Training: "Renewing Our Commitment" - Phoenix*.

5. Your curriculum will be marked as "In Progress" until the background check request is processed and approved by the Diocese. This can take up to 7-10 business days.

6. If you have a valid email address associated with your account, you will receive a notification from webmaster@cmgconnect.org upon your approved certification.

For more information, please use your FAQ
or Support tab at the top of the screen.

CATHOLIC
MUTUAL GROUP

IF COMPLETING RENEWAL TRAINING, PLEASE DO NOT CREATE A NEW ACCOUNT.

- Log in to your existing account by clicking the green **Sign In Here** button in the upper right corner of the landing page. Use the format shown above and password **1234** to access your profile.

- For security purposes, you will be prompted to change your password upon logging in. Click **Save** to keep your changes, then go to **Sign In Here** again to log in with your new password. *Please contact cmgconnect@catholicmutual.org if you need assistance accessing your account.*

- On your main dashboard, locate the *2019 Annual Online RENEWAL Training: "Renewing Our Commitment" - Phoenix* curriculum option. Click **Start Curriculum** to begin.

- Complete all the pages within the training. Each box will be marked as **Done** as you progress.

- When finished, click **Dashboard.** Your curriculum will show as *In Progress* on your dashboard until your background check is processed and approved by the Diocese. *Please note, background checks can take up to 7-10 business days to process.*

https://Phoenix.CMGconnect.org/