

1. Go to: <https://phoenix.cmgconnect.org>
2. Go to “Register for a New Account” section and complete all steps for your CMG account.

Register for a New Account

Account	Personal	Affiliation
Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Fr., Sr., Jr., Dcn.		
First Name *	Middle Name	Last Name *
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

3. Go to the Dashboard 



4. Click on the Foundation training that looks like this:

5. Please complete all sections **by clicking on any and all buttons.**




All sections must go from Pending

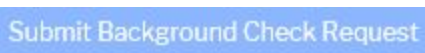
to Done

*If sections are left “Pending” or “In Progress” , CMG cannot mark your course as completed.



6. Under the section  Please **download** this Take Away Packet and read through it. *This is necessary for course completion.*

7. Complete and submit background check information (**Carefully review that all your information is correct before submitting. Mistakes and fabrication of information will require an additional BG check and will add additional costs**). If everything is correct

please click on  . Please allow 7-10 business days for processing.