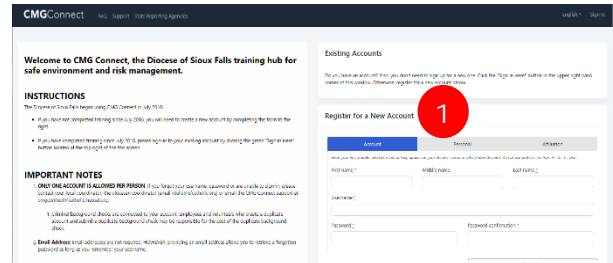


# How to complete the Safe Environment Program

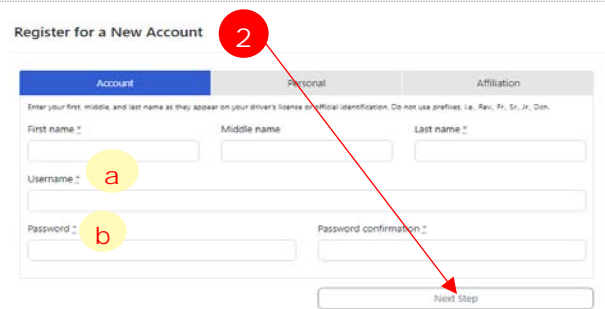
## Step 1: Create a CMG Connect account

1. Go to <https://siouxfalls.cmgconnect.org/> and locate the "Register for a New Account" box



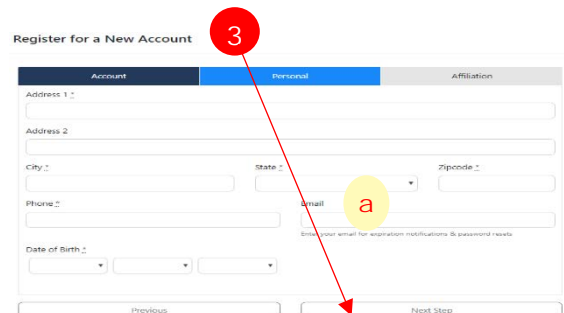
2. Complete all fields to register for a new account, then click "Next Step":

- a. Your username needs to be unique to you. We recommend using your email account.
- b. Your password can be anything you will remember.



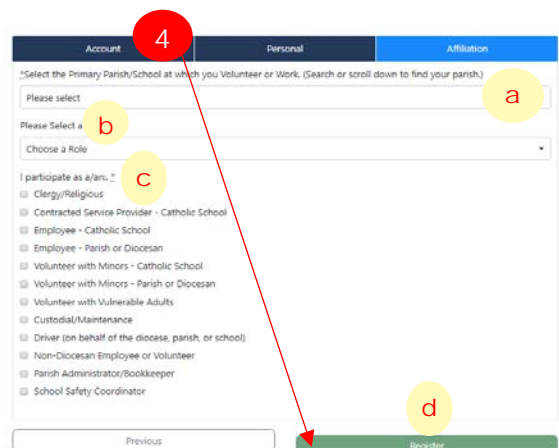
3. Complete all fields, then click "Next Step":

- a. Provide your email so you are able to retrieve a forgotten password or username. The email you provide must be unique to you (no shared email accounts).



4. Complete all fields, then click "Register":

- a. If you are an employee, choose your employer as your primary location.
- b. Choose which best describes your role in the Diocese. **Note:** Only persons who have a SD teaching certificate and are teaching at a Catholic School should choose "Educator".
- c. Choose all that apply
- d. Click to create your account

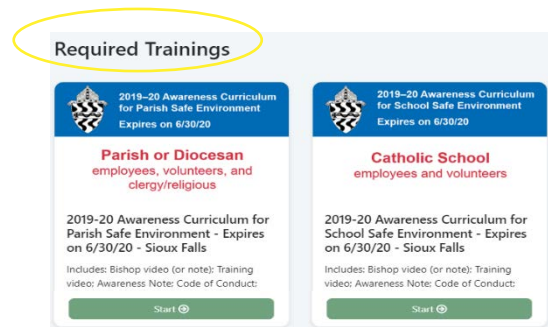


## Step 2: Complete all safe environment program requirements

The first page your account opens to is your “Dashboard”. Safe Environment awareness curriculums are located under “Required Trainings”. The curriculum to authorize a criminal background check is located under “Optional Trainings”.

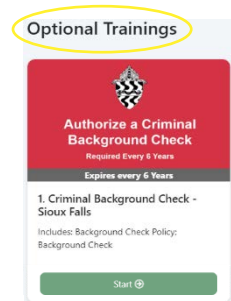
1. **Annual Awareness Curriculum:** Choose the curriculum for the setting where you are volunteering for employed. If you are active in a school and a parish, only choose one of the curriculums to complete. Click on [Start](#) to begin the curriculum. This curriculum expires on June 30.

**Notes:** The curriculum will guide you to completion. Each video needs to be watched in one sitting otherwise it resets to the beginning. Once you finish a video, it should automatically advance to the next page.



2. **Criminal Background Check:** Click [Start](#) on the *Authorize a Criminal Background Check* curriculum. After this initial check, you will need to renew every six years.

**Notes:** The background check is required for all employees and volunteers. We do not accept background check results from other organizations. New hires in Catholic schools are required to complete a DCI/FBI fingerprint check (coordinated by the school).



3. **Vulnerable Adult Awareness Curriculum.** Like the criminal background check curriculum, the Vulnerable Adult curriculum is also located under “Optional Trainings”. Click [Start](#) if your employee or volunteer duties include vulnerable adults. You will need to renew this curriculum every three years.

**Notes:** A *vulnerable adult* is someone who is unable to care or protect themselves as a result of advanced age and/or a mental or physical condition. This curriculum takes approximately five minutes to complete. All employees and volunteers are encouraged to complete this curriculum.



## FAQ

- **Help!** Click on [Support](#) for assistance. Make sure you have an email associated with your account as this is how support is administered.
- **Am I done?** To confirm you have completed the required curriculums, go back to your Dashboard and look where the [Start](#) was once located. If it reads [Complete](#), you have completed the curriculum. You will also have the option to download a certificate of completion. If it reads [Resume](#), you did not complete the curriculum. **Note:** your criminal background check may read as “Resume” until it has been processed by our vendor.

**Logout when all curriculums are complete. Thank you for your time, talents, and vigilance!**