



## SAFE ENVIRONMENT CERTIFICATION FOR NEW HIRES

# How to Complete Safe Environment Training and a Background Check Through CMG Connect

Any offers of employment are contingent on being Safe Environment Certified through the Diocese of Salt Lake City. Certification is required prior to working for any Diocesan location. Processing can take up to 7-10 business days.

### Safe Environment Trainings

Select from the following Training Curriculums:

- **Adult Certification**: Child & Youth Protection Training
- Youth Minor Training: Volunteering with Children
- Ministry to the Sick (EM II) Training
- Intruder Security/Active Shooter Training
- Children's Circle of Grace Training

Go to the Office of Safe Environment > Safe Environment Trainings page.

<https://www.dioslc.org/offices/safe-environment/safe-environment-trainings>

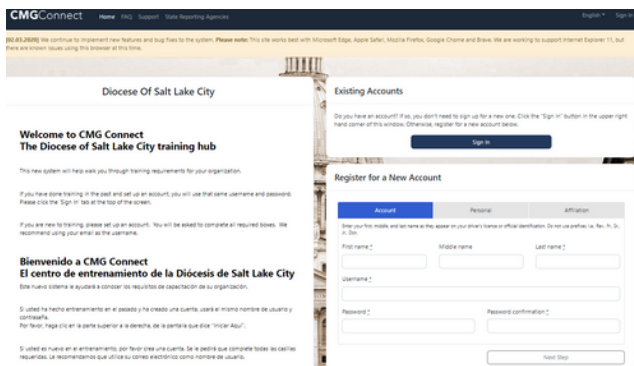
Select the “Adult Certification: Child & Youth Protection Training”

### To begin training, select:

Click on “**CMG Connect: Safe Haven It’s Up To Me**” which will take you to the Salt Lake City CMG Connect Training Database.

Change the language in the right corner of the screen in dark blue next to “Sign In”.

In the dropdown select English or Spanish



### Register for a New Account

#### Screen 1:

- Name (First, Middle, Last)
- Username/ Password

\*Don’t forget to keep your username and password in a safe place to access your certificate and for recertification.

#### Screen 2:

- Address (physical)
- Phone
- Email (you will receive an email when it’s time to recertify)
- Date of Birth

Account Personal **Affiliation**

Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

Please Select to Search for Location

Please Select a Role

Participate as a/in:

- a. Volunteer
- b. Employee
- c. Catechist (Religious Education)
- d. Youth Minister (18 to 30, NOT for Adults)
- e. Clergy/Religious/Seminarian
- f. Teacher (Catholic School)
- g. Strong Administrator
- h. Principal/Vice Principal/Administrator
- i. Knights of Columbus
- j. Coach
- k. Scout Leader
- l. Ministry to the Sick (SMI)
- m. Money Handler (Parish Offerings)
- n. Employee/Volunteer Driver
- o. Not ASP?
- p. CCD (Not with Diocese)

I'm not a robot

Previous Register

**Screen 3:**

**Affiliation (Location)**

- Diocese, Parish, School (select the location of employment)
- USCCB Role (Employee, Educator, etc.)
- Participation Role (Employee, Teacher, etc.)

\*If you are unsure what to select, contact the Office of Safe Environment - safeenv@dioslc.org / 801-328-8641

Select **“Register”**

**Expires Every 3 Years**

**1. Adult Certification: Child & Youth Protection Training (ENG) - SLC**

Includes: Safe Haven - It's Up to You video: questions:

Start

On your dashboard, complete **Required Trainings** by clicking the green **“Start”** button.

\*There are additional Optional Trainings that are available, but not required.

**Overview**

Training information and results

<b>Notification Page</b> Read and Acknowledge Page	✓
<b>Bishop Welcome Letter</b> Read and Acknowledge Page	✓
<b>Safe Haven - It's Up to You - Part 1</b> Video Page	✍
<b>Safe Haven Questions 1</b> Question/Answer Page	☐

Progress through the training sections. As you complete each page, it will be marked with a green checkmark to show that the segment is finished. The curriculum will show Resume on your dashboard UNTIL your background check details are processed and your certification is approved by the Diocesan Office of Safe Environment.

**Complete** ✓

Print Certificate

Once certified, you will receive an email from CMG Connect. You can then access your certificate by logging into your CMG Connect account. Under the finished module, you will see the **“Print Certificate”** button to access the certificate as a PDF.



**Recertification Instructions:**

**Recertification is required every 3 years!**

You will receive an email 60 days prior to your certification expiration. To recertify, go to: [https://saltlakecity.cmgconnect.org/users/sign\\_in](https://saltlakecity.cmgconnect.org/users/sign_in)

Login with your Username and Password.  
*If you forgot your login information, you can click the blue “Support” button at the bottom right corner of the page, contact your local SEC, or the Office of Safe Environment at safeenv@dioslc.org for assistance.*

Complete Required Trainings for recertification.