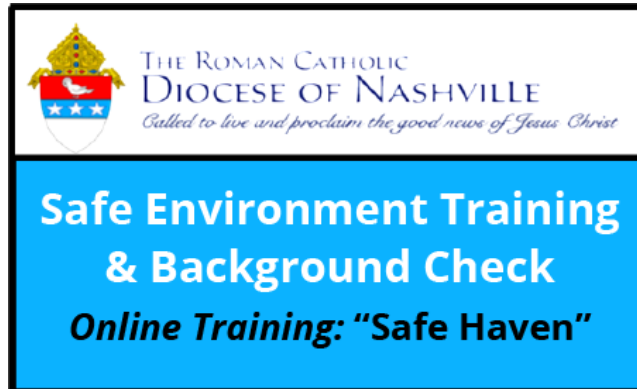



# CMGConnect

## DIOCESE OF NASHVILLE




### ***End-User Instructions***

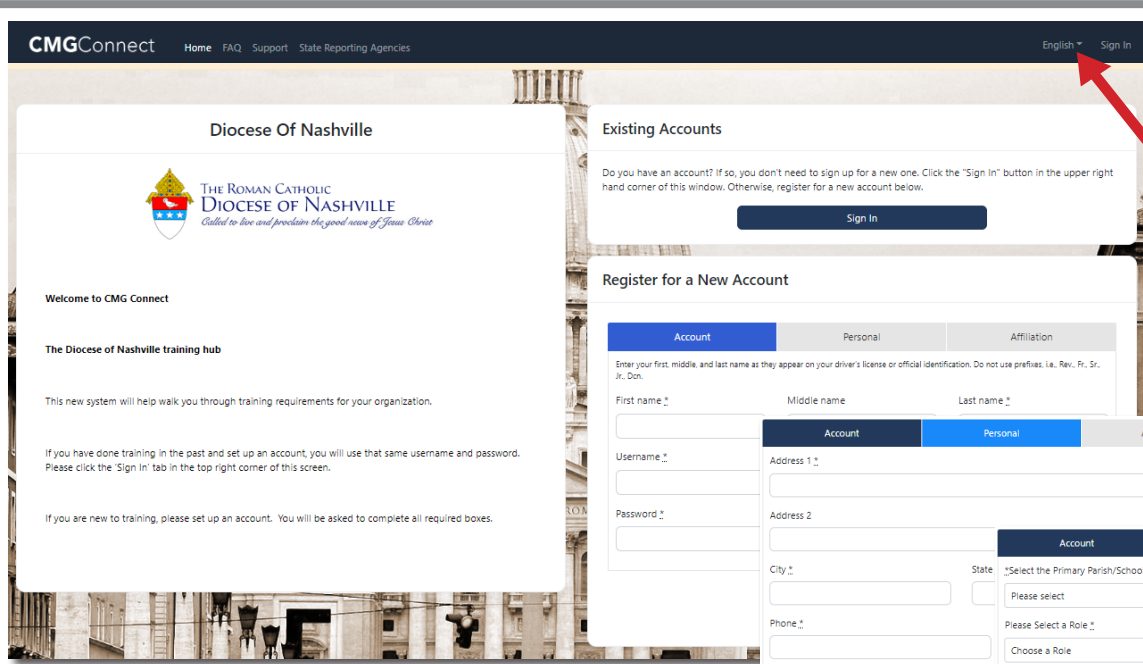
#### Getting Started:

1. Go to <https://nashville.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 show you the required and optional training curriculums that have been customized for your particular role within the Diocese.
4. Click  under the Safe Environment Training to begin.
5. On the last page of the curriculum, submit your background check information. *The curriculum will be marked "Resume" until your background check is processed and reviewed by the diocese. Processing can take up to 7-10 business days.*
6. If needed, you can access your completion certificate after you are certified by returning to the training dashboard and clicking **Print Certificate**.



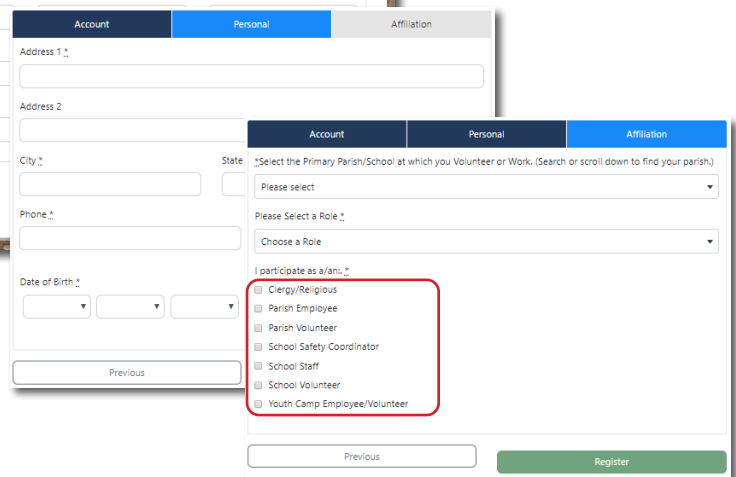
For technical assistance, contact us via the  button found in the bottom right corner of the web page.

Last Updated: 01/07/20



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

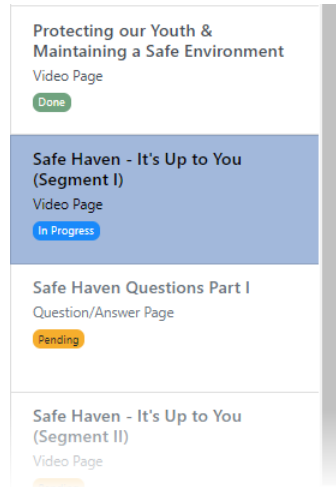
• You will progress through ALL three account creation screens then click "Register" to complete your profile set-up. *If you are unsure of which participation category to select, please contact your site coordinator or the Diocese.*



• On your dashboard, click **Start** to open up the **Safe Environment** training option.

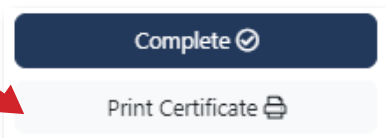


• Progress through the training sections—as you complete each page, it will be marked as **Done** to show that the segment is finished.



• The curriculum will show **Resume** on your training dashboard until AFTER your background check details are processed and your certification is approved by the Diocese. **Note:** *Background check processing can take up to 7-10 business days.*

• Once you have been certified, a completion certificate will be available under the finished module on your dashboard. Click the gray **Print Certificate** button to access.



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