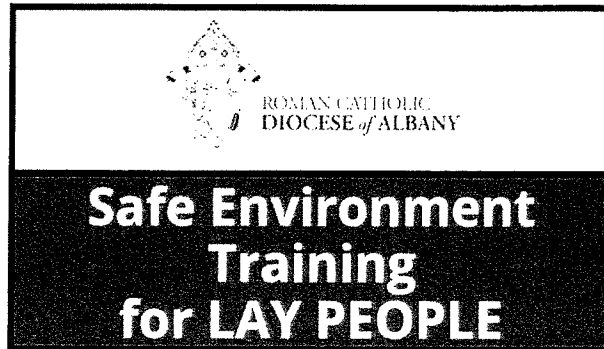



CMG Connect

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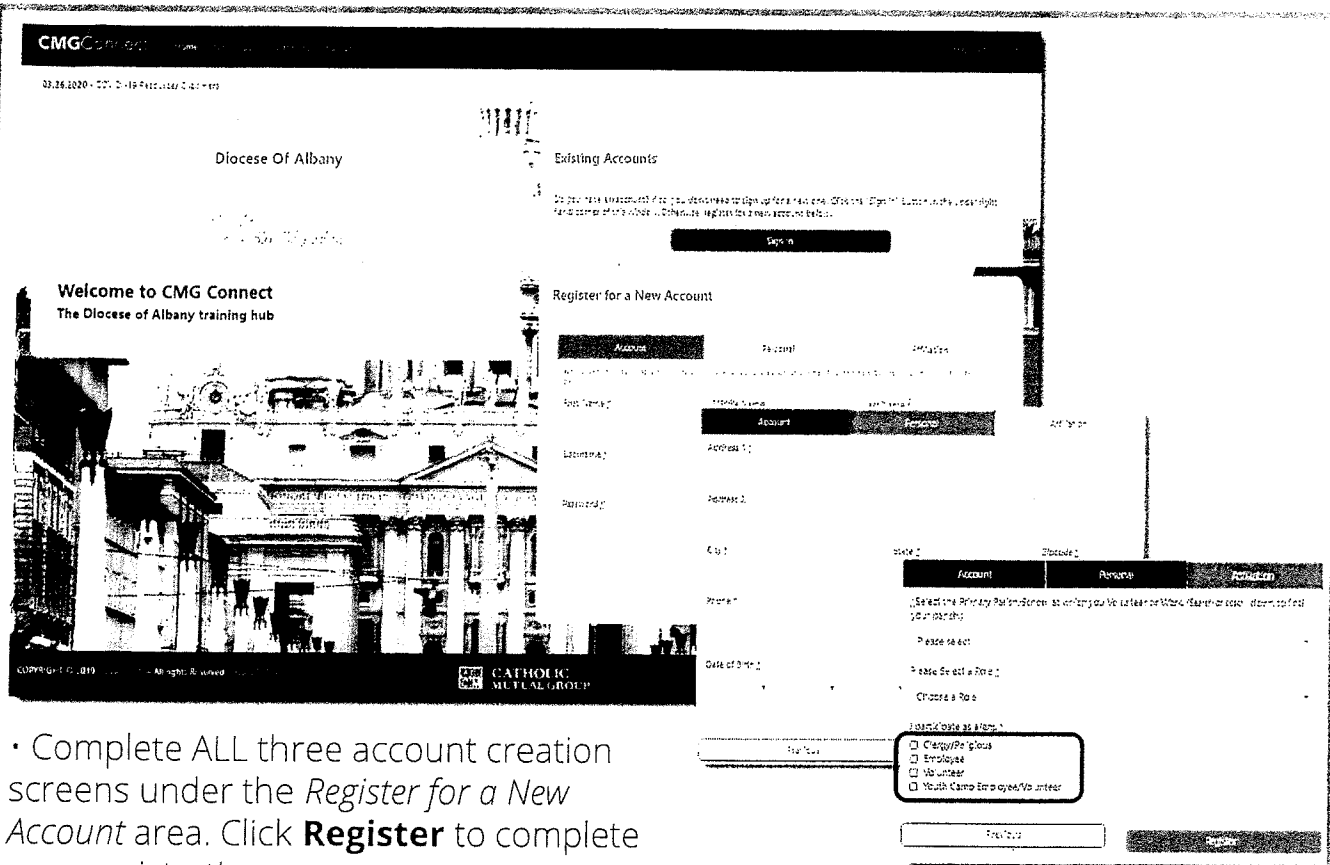
End-User Instructions for LAY PEOPLE

1. Go to <https://Albany.cmgconnect.org/>
2. Create a new account by completing all the boxes under the **Register for a New Account** area on the right side of the page. This includes your address, primary parish/school, and how you participate at your site. If you have questions please contact your parish/school coordinator.
3. Your dashboard will load with the required and optional training modules that have been assigned to your particular category. If you need to change your category after signing in, click the **Edit Profile** tab. Select a different category from the check list then click **Update Profile** to save your changes.
4. Click  under the **A. Safe Environment Curriculum - Albany** curriculum to complete your online requirements.
5. If needed, you can access a completion certificate after you finish the training. To access, return to the **Dashboard** page and click the gray **Print Certificate** button under the completed module. This certificate **ONLY** confirms completion of your safe environment training requirement. Please contact your local safe environment coordinator for background check details.



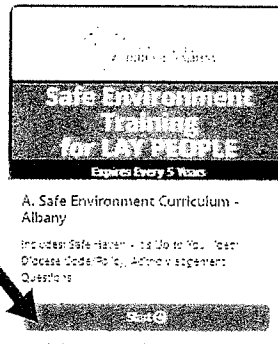
For technical assistance, contact us via the  button found in the bottom right corner of the web page.

Last Updated: 06/29/20



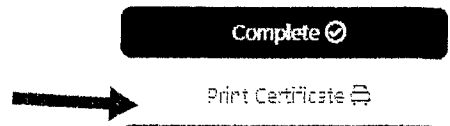
• Complete ALL three account creation screens under the *Register for a New Account* area. Click **Register** to complete your registration.

• On your dashboard, click **Start** to open up the **A. Safe Environment Curriculum - Albany** option under the Required Trainings area.



• Complete all of the pages within the curriculum. Each segment will be marked as **Done** to show that your progress is saved.

• Once you have completed the training, a certificate will be available under the finished module on your dashboard.



• Click the gray **Print Certificate** button to access the PDF certificate.

IMPORTANT: *Safe Environment compliance requirements for the Diocese of Albany also include a background check (this process is completed outside of CMG Connect). Please contact your local safe environment coordinator for further instruction.*

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