

CMGConnect

DIOCESE OF PHOENIX

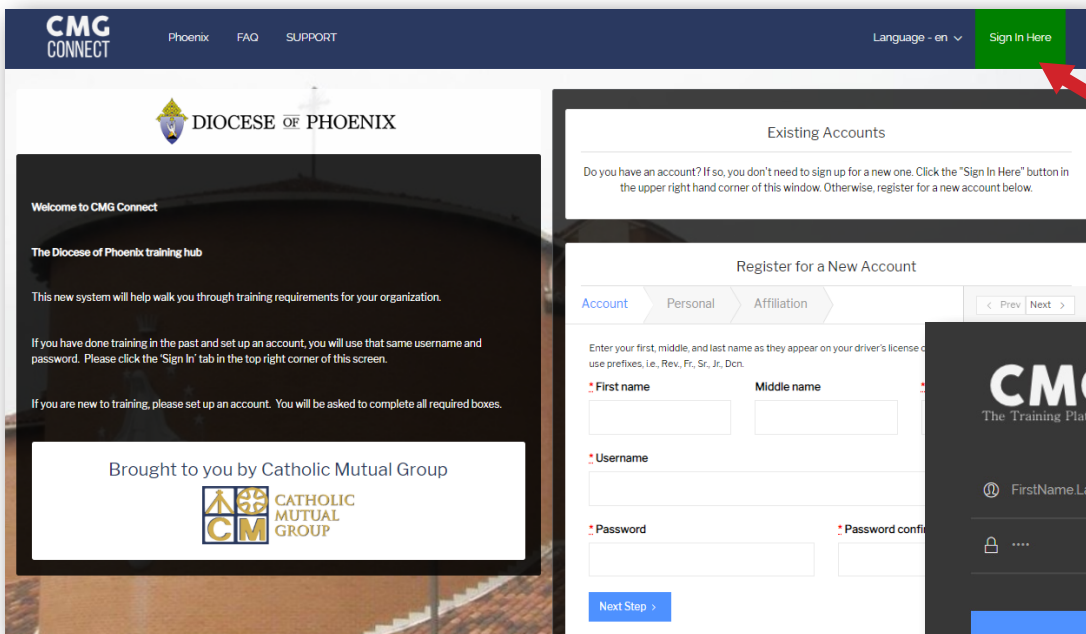


2019 Annual Online **RENEWAL** Training Instructions

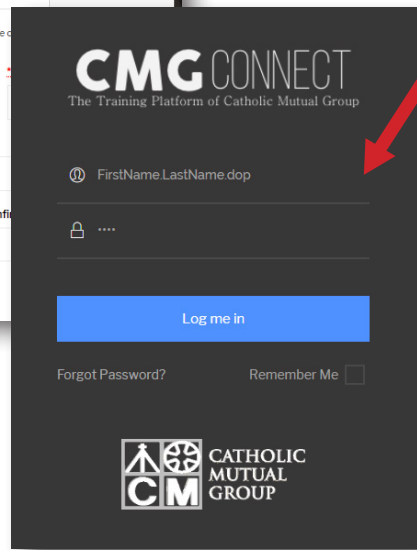
1. Go to <https://phoenix.cmgconnect.org/>.
2. **Users with previous training:** Your historical records have been uploaded to the platform so you can complete the **Renewal** training.

To access your profile, click on "Sign In Here" in the upper right corner of the page. Use the format: **FirstName.LastName.dop** for your username and enter **1234** for the password. You will be prompted to set a more secure password, then log in with the new credentials. **Please do NOT create a new account.**

3. Your main learning dashboard will show you both the **Renewal** and Foundation training options. **Note: if your Foundation requirement has been met within the past 3 years, you will ONLY need to complete the Renewal option.**
4. Click Start Curriculum under **2019 Annual Online RENEWAL Training: "Renewing Our Commitment" - Phoenix.**
5. Your curriculum will be marked as "In Progress" until the background check request is processed and approved by the Diocese. This can take up to 7-10 business days.
6. If you have a valid email address associated with your account, you will receive a notification from webmaster@cmgconnect.org upon your approved certification.

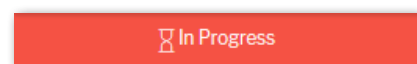
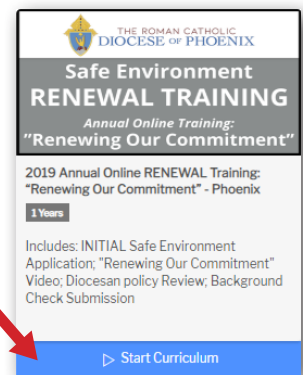
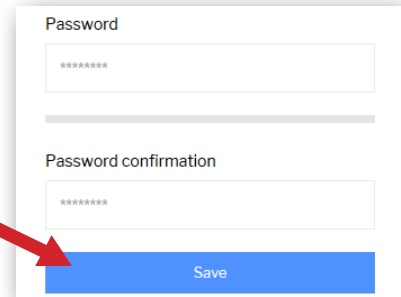


Sign in with your existing account with the username format:
FirstName.LastName.dop
 and password: **1234**



IF COMPLETING RENEWAL TRAINING, PLEASE DO NOT CREATE A NEW ACCOUNT.

- Log in to your existing account by clicking the green **Sign In Here** button in the upper right corner of the landing page. Use the format shown above and password **1234** to access your profile.
- For security purposes, you will be prompted to change your password upon logging in. Click **Save** to keep your changes, then go to **Sign In Here** again to log in with your new password. *Please contact cmgconnect@catholicmutual.org if you need assistance accessing your account.*
- On your main dashboard, please choose the 2019 Annual Online **RENEWAL** Training: "Renewing Our Commitment" - Phoenix curriculum option. Click **Start Curriculum** to begin.
- Complete all the pages within the training. Each box will be marked as **Done** as you progress.
- When finished, click **Dashboard**. Your curriculum will show as *In Progress* on your dashboard until your background check is processed and approved by the Diocese. *Please note, background checks can take up to 7-10 business days to process.*



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