Safe Environment Training

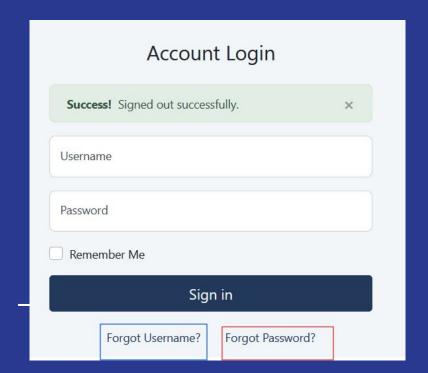
Background Check Renewal

Thank you for joining the Safe Environment Mission.

Step 1. Login to CMG Connect:

https://phoenix.cmgconnect.org/

- * If you cannot recall your username or your password., click the option(s)for forgot username, or forgot password as shown below.
- **You must use the email you added to your account to retrieve the information.



Before you begin your training, verify the expiration date of your criminal background check.

If the date is, on or before 7/1/2025, it is time to renew your background check.



Select the 2024/2025
Online Renewal
to complete your
Safe Environment Training
requirement.

Please only take **one** required training

*The **Online Foundation** is available if you would prefer.



Safe Environment Training for LAY PERSONS

ONLINE RENEWAL

Safe Haven: Religious Ed

2024/25 ONLINE RENEWAL Safe Environment Curriculum for LAY PEOPLE - (Expires July 1)

Includes: Training Notice; "Safe Haven:

Religious Ed" Video; Interaction and

Before you finish your 2024/2025 Renewal, please pay special attention to the last slide for instructions on renewing your background check

*Only renew your background check if you meet the expressed criteria. ->

Thank you for completing your 2024-2025 Safe Environment Training for the Diocese of Phoenix! This renewal will expire on 7/1/2025.

Please follow the steps below to confirm if you are due to renew your background check for the fiscal year (July 1, 2024 – June 30, 2025):

- 1) Click the "Dashboard" tab on the left side of your screen.
- Locate the "Background Check Status" section of your account as highlighted in the sample below.



- If your expiration date is AFTER 7/1/2025, your screening is still current. You can Log Out. You do not need to take any additional steps at this time.
- If your expiration date is 7/1/2025 or before, please continue to Step 3 to renew your background check requirement.



If you meet the criteria of, <u>expiration on or before 7/1/2025</u>, please complete the training that has now populated on your Dashboard.

Required Trainings

Search:



Safe Environment Training for LAY PERSONS

ONLINE RENEWAL

Safe Haven: Religious Ed

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Includes: Training Notice; "Safe Haven: Religious Ed" Video; Interaction and

Complete **⊘**

CRIMINAL BACKGROUND CHECK RENEWAL

Confirm expiration (upper right) before selecting



Criminal Background Check Renewal

Please check Background Check Status expiration date before selecting





Safe Environment for LAY PERSONS

ONLINE

FOUNDATION

Safe Haven - It's Up to You

Initial Online FOUNDATION Application, "Safe Haven - It's Up to You" Videos, Take-Away Packet & Background Check -(Expires July 1)

Start **⊙**

If you do not have an SSN to complete the Criminal background check, please contact the coordinator at your location for further instructions and support

If the submission of your previous background check was successfully completed, please continue with the same information.

 Please do not add a false number or false information. You will be charged for false information added. If you do not complete a background check, but are within the expiration window for this Fiscal year, the system cannot approved you until it is complete.

Once you have completed your Criminal Background Check, please allow for 1 to 10 **business days** for it to process.

If your expiration window is <u>after 7/1/2025</u> (7/2/2025 and on), once you complete your training, you are done with your Safe Environment Requirements for the 2024/2025 Fiscal year.

A very special thank you to all who belong to the Diocese of Phoenix.

We could not do this without you.

God bless