


CMGConnect


ARCHDIOCESE OF LOUISVILLE



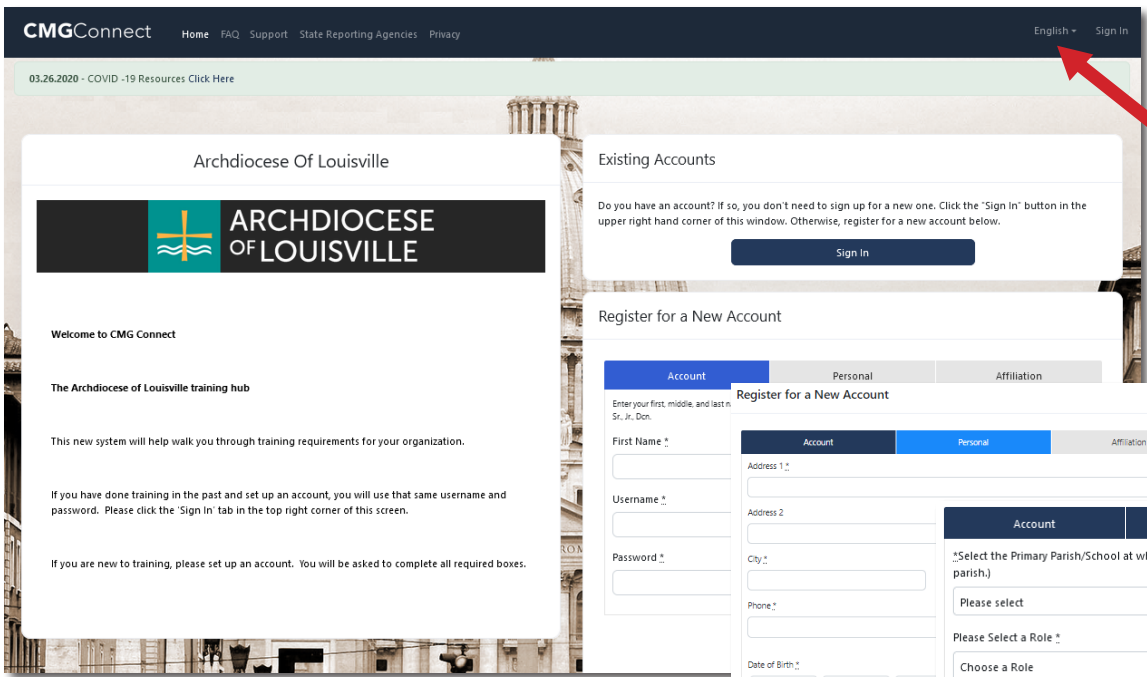
End-User Instructions

1. Go to <https://louisville.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 Refresher Training - Louisville** 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 screening details.



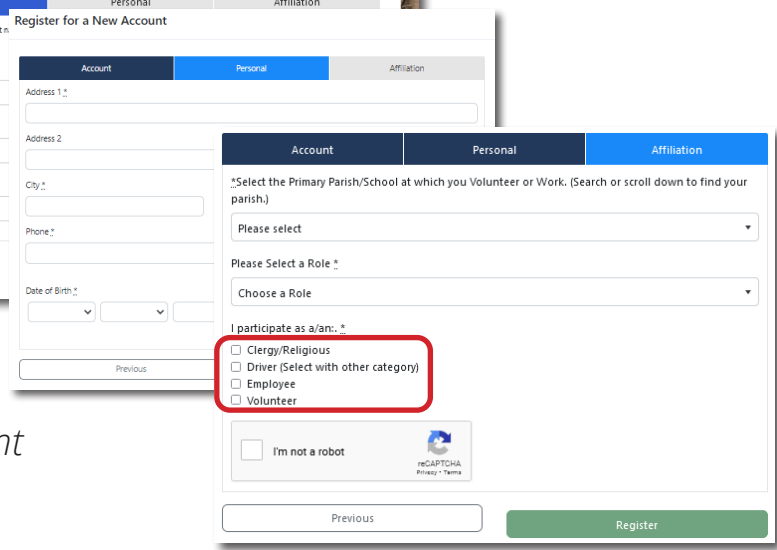
For technical assistance, contact us via the  button found in the bottom right corner of the web page.

Last Updated: 07/28/21




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

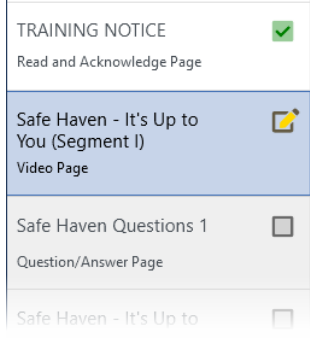
• Complete ALL three account creation screens under the *Register for a New Account* area. Click **Register** to complete your registration.



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



• Progress through the training sections—as you finish each page, it will be marked with  to show that the segment is saved as complete.



• Your curriculum will show as **Complete** on your training dashboard when you have finished all of the contents within the module.

• After your account is certified by the Diocese, you will be able to access a completion certificate by locating the Completed curriculum on your dashboard and clicking the gray **Print Certificate** button.

