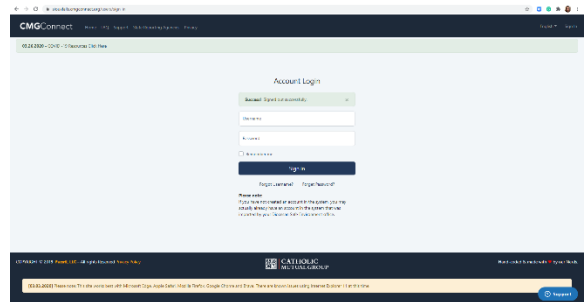


How to complete the Safe Environment Program


Step 1: Log into your CMG Connect account

1. Go to https://siouxfalls.cmgconnect.org/users/sign_in and login with your username and password. Your username and password are the ones you designated when you created this account.
2. If you have forgotten your username and/or password, contact your Local Coordinator or the Diocesan Coordinator aconemac@sfcatholic.org (605) 988-3722

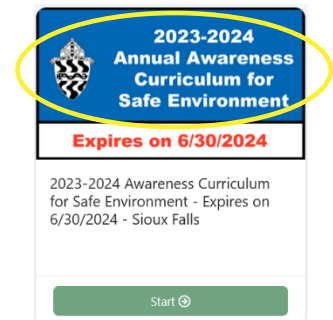


Step 2: Complete all safe environment program requirements

The first page your account opens to is your “Dashboard”. Safe Environment awareness curriculums are located under “Required Trainings”. The curriculum to authorize a criminal background check is located under “Optional Trainings”.

1. **Annual Awareness Curriculum:** Click on  to begin the curriculum. This curriculum expires on June 30, 2024.

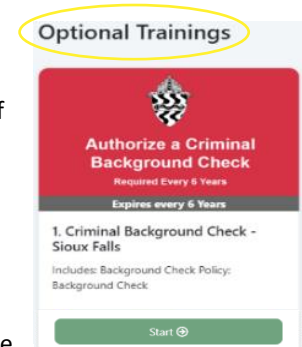
The curriculum starts with some information and request for responses or “I Understand” button to be clicked. Once started and once the current page or video is completed, it will automatically advance you to the next page. Your progress will be saved after each completed section or video segment.



2. **Criminal Background Check:** Complete this module **ONLY** if your background check expires within the next 60 days. Your background check needs to be renewed every 6 years. When you login to your current account, your background check expiration date shows at the top of your page. If you are unsure if you need to renew, please contact your parish, school or ministry location.

The Background Check module is located in the “Optional Trainings” section (just below your “Required Trainings” section). Please ensure you have spoken with your local coordinator before completing a background check or you may be required to reimburse the parish for the fee.

Please note that when you have successfully submitted your portion of this module, it may still show the “resume” button for 3-5 business days. This just means the background is being run. Contact your Local Coordinator if you are unsure you completed your portion to fully submit the background check.







Vulnerable Adult Awareness Curriculum. Like the criminal background check curriculum, the Vulnerable Adult curriculum is also located under “Optional Trainings”. Click “Start” if your employee or volunteer duties include vulnerable adults. Please contact your Local Coordinator if you are unsure if this curriculum is a required training for you. You will need to renew this curriculum every three years.

Notes: A *vulnerable adult* is someone who is unable to care or protect themselves because of advanced age and/or a mental or physical condition. This curriculum takes approximately five minutes to complete. All employees and volunteers are encouraged to complete this curriculum.



FAQ

- **Help!** Click on  **Support** for assistance. Make sure you have an email associated with your account as this is how support is administered. You can also contact ACSS Safe Environment Coordinator, Michala Heller, for assistance.
- **Am I done?** To confirm you have completed the required curriculums, go back to your Dashboard and look where the  was once located. If it reads , you have completed the curriculum. You will also have the option to download a certificate of completion. If it reads , you did not complete the curriculum. **Note:** your criminal background check may read as “Resume” until it has been processed by our vendor.

ACSS Safe Environment Coordinator, Michala Heller, michala.heller@aberdeenroncalli.org, 605-226-2100.

If you can't remember UN or PW.....DO NOT create a new profile.

Logout when all curriculums are complete. Thank you for your time to ensure a safe environment!