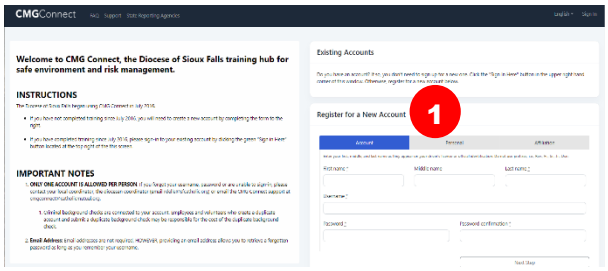
How to complete the Safe Environment Program

Step 1: Create a CMG Connect account

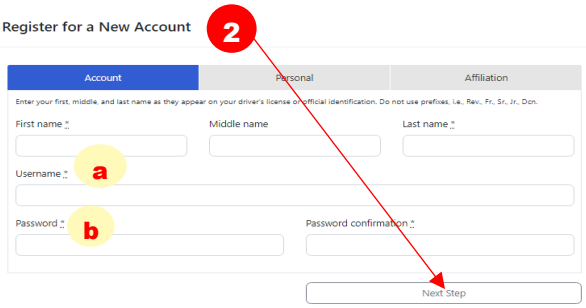
1. Go to https://siouxfalls.cmgconnect.org/ and locate the "Register for a New Account" box.



2. Complete all fields to register for a new account, then click "Next Step":

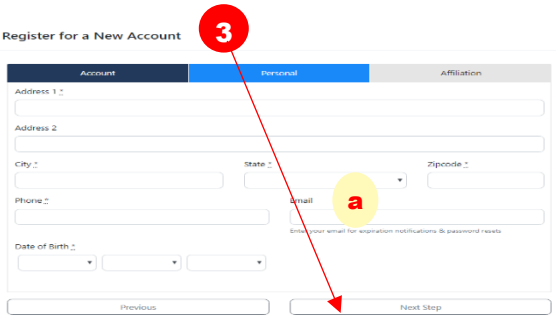
a. Your username needs to be unique to you. We recommend using your email account.

b. Your password can be anything you will remember.



3. Complete all fields, then click "Next Step":

a. Provide your email so you are able to retrieve a forgotten password or username. The email you provide must be unique to you (no shared email accounts).



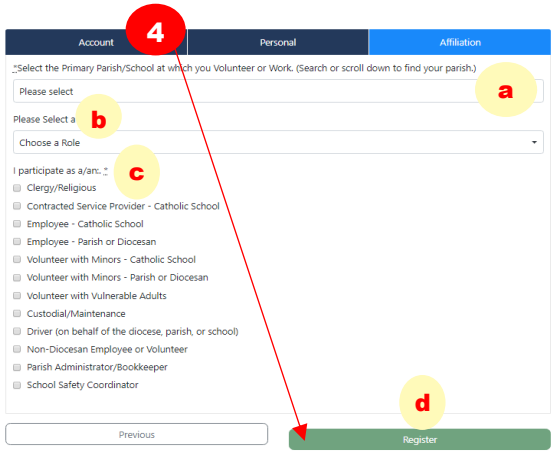
4. Complete all fields, then click "Register":

a. Please carefully select your parish as we have multiple parishes/school with the same or similar names. If you are an employee, choose your employer as your primary location.

b. Choose which best describes your role in the Diocese. **Note:** Only persons who have a SD teaching certificate and are teaching at a Catholic School should choose "Educator".

c. Choose all that apply

d. Click to create your account



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 Start 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 it will automatically advance you to the next page as you complete each page or video. Your progress will be saved after each completed section or video segment.

2. **Criminal Background Check:** The employee FBI/DCI fingerprinting and background check completes the requirement for your role within the school. **DO NOT click on or consent to the red Background Check module.**

   If you are a Volunteer within the school please complete the background check in CMG Connect. Follow the prompts. It will not show "Complete" until 3-5 days after your portion is completed.

3. **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. You will need to renew this curriculum every three years.

   Notes: A *vulnerable adult* is someone who is unable to care or protect themselves as a result 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 for assistance. Make sure you have an email associated with your account as this is how support is administered.
- **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 currciulum. 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.

Contact ACSS Safe Environment Coordinator, Michala Heller, to let her know you have created a profile and completed your 2023-2024 Annual Awareness Curriculum.

Logout when all curriculums are complete. Thank you for your time, talents, and vigilance!