

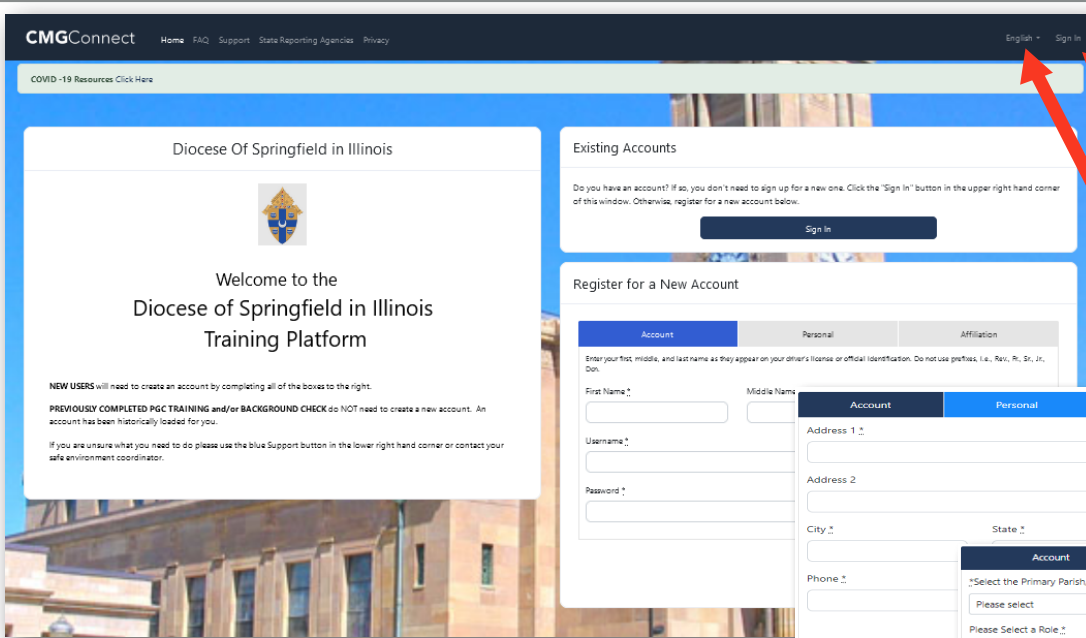
## DIOCESE OF SPRINGFIELD IN ILLINOIS



### **End User Instructions**

1. Go to <https://SpringfieldIL.cmgconnect.org/>
2. **New to training?** Create a new account by completing all the boxes under the *Register for a New Account* area. This includes your address, primary parish, and how you participate at your parish or school.  
*If you have questions about what options to select, please contact your parish/school coordinator.*
3. Your dashboard will show you the required and optional training curriculums that have been customized for your particular category within the Diocese.
4. Click **Start** under **A. Safe Environment Training & Background Check - Diocese of Springfield in Illinois** to complete your category-specific safe environment requirements.
5. Within the curriculum, you will be provided with the DCFS Form to be completed and sent to [safeenvironment@dio.org](mailto:safeenvironment@dio.org). **You MUST complete this form in ADDITION to your online background check submission to meet safe environment compliance.**
6. On the last page of the curriculum, submit your background check information. Please enter your name as listed on your government issued identification.  
**NOTE:** The training will show as **Resume** until your background check is processed and reviewed by the Diocese. This can take up to 7-10 business days.
7. If you have a valid email address associated with your account, you will receive a notification from [webmaster@cmgconnect.org](mailto:webmaster@cmgconnect.org) upon your approved certification.
8. After your account is certified by the Diocese, you can also download and/or print a certificate for the completed curriculum. To access, log in to your account and click **Print Certificate** under the finished module(s).

Please contact [cmgconnect@catholicmutual.org](mailto:cmgconnect@catholicmutual.org) or click  **Support** if you need assistance accessing your account.



Click **Sign In** to log in with your current username and password.

Select 'Language - ES' to create an account in Spanish

Existing Accounts

Do you have an account? If so, you don't need to sign up for a new one. Click the "Sign In" button in the upper right hand corner of this window. Otherwise, register for a new account below.

Sign In

Register for a New Account

Account Personal Affiliation

Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Rt., Sr., Jr., Don.

First Name \* Middle Name \* Last Name \*

Username \*

Password \*

Address 1 \* Address 2 \* City \* State \* Zipcode \*

Phone \* Date of Birth \*

Previous Register

Account Personal Affiliation

\*Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

Please select

Please Select a Role \*

Choose a Role

I participate as a/an: \*

- Curia
- Parish Employee
- Parish Volunteer
- Previously Completed PGC Training and/or Background Check
- Priest/Deacon
- School Employee
- School Volunteer
- Seminarian/Deacon Candidates

I'm not a robot

Previous Register

You will progress through ALL three account creation screens then click **Register** to complete your profile set-up. If you are unsure of which participation category to select, please contact your site coordinator or the Diocese.

On your dashboard, click **Start** to open up the **A. Safe Environment Training & Background Check - Diocese of Springfield in Illinois** training option.

Instructions for fulfilling your Fingerprint screening requirements and the DCFS authorization form are provided within the curriculum. The authorization form **must** be completed and sent to [safeenvironment@dio.org](mailto:safeenvironment@dio.org).

Enter your background check details on the Background Check Submission page. Make sure ALL details are accurate before clicking **"Submit Background Check Request"**. Please enter your name as listed on your government issued identification.

The curriculum will show **Resume** on your training dashboard until AFTER your background check details are processed and your certification is approved by the Diocese. **NOTE: Background check processing can take up to 7-10 business days.**

Once you have been certified, a completion certificate will be available under the finished module on your dashboard. Click the gray **Print Certificate** button to access. **NOTE: If you have a valid email address on your account, you will receive a system message when approved.**



\*Please enter your name as listed on your government issued identification

Based on your previous selection, you have chosen to pay for your background check. If you would like to have the Diocese pay for the check please click here to change your selection.

Do not have a middle name

First Name \* Middle Name \* Last Name \*

1st Account ✓

Middle name

Address 1 \* Address 2 \*

123 Sample Street

City \* State \* Zipcode \*

Springfield IL 62760

Phone \*

122-556-7890

Date of Birth \*

1982 January 11

Social Security Number \* \*Confirm Social Security Number

000-00-0000 000-00-0000

I am completing this BG check on behalf of this location \*

All Saints - White Hall, IL

I agree to terms and conditions Read terms and conditions

If you are a resident of the CA, ME, MA, MN, NJ, NY or WA, click here to view state specific information.

Submit Background Check Request

