

Diocese of Salt Lake City
Safe Environment Certification
Account *Creation* Instructions

CMGConnect

ALL MATERIALS ARE PROVIDED ON-LINE (no paperwork required)

SE compliance on-line includes: Videos, SE Program Manual, Code of Conduct form, Acknowledgment form, and Disclosure Form authorizing a Background Check

Duration Time: ~One Hour

Save Username & Password: does not need to be completed in one sitting.
 SEE Item #5 below for instructions on how to log back into the training.

Training available in **English and Spanish**, **select Language**.



1. Select the following link: <https://saltlakecity.cmgconnect.org/>.
2. Under "Register for a New Account" (enter the following):
 - Screen 1: **Account:** Name, Username and secure Password. (First & Last Name—no spaces)
 - Screen 2: **Personal:** Address, City, State, Zipcode, Phone, Email, and Date of Birth
 - Screen 3: **Affiliation:**
 - Primary Location: (*select*): [Parish, school or organization certifying to volunteer or work](#).
 - DO NOT** select CCS, Hill AFB or Holy Cross Ministries, unless this is the location you are employed with or volunteering for.
 - USCCB Role *select one*:
 - Employee
 - Candidate for Ordination
 - Priest
 - Deacon
 - Educator (Licensed School Teacher)
 - ✓ Volunteer
 - Participation Role (*select **ONLY** one*): [Volunteer, Employee, Catechist, Clergy/Religious/Seminarian/Newly Ordained, Principals/Administrators, Teachers \(school\) LICENSED or NOT Licensed, EM II / Vulnerable Adult Ministry, Knights, Youth Minors \(ages 11 to 17\) or Money Handler](#). **DO NOT** select CCS or Hill AFB, unless selected as primary location.
3. Select [Register My Account](#).
4. Complete **Required** Training (notified of certification via email within 24 to 72 hours).
5. Need to log back into Account? On main page CMG Connect <https://saltlakecity.cmgconnect.org/> select



Sign In Here.

- Type: **Username**, press Enter
- Type: **Password**.
- Select [Log Me In](#).