

Diocese of Salt Lake City

CMGConnect

Safe Environment Existing Profile Login Instructions (Recertification, Returning User and/or Printing Certificates)

1. Select the following link: <https://saltlakecity.cmgconnect.org/>.
2. Select **Sign In Here** (upper right corner of screen).
 - Type: **Username***, press Enter.
 - Type: **Password***.
 - Select: **Log Me In**.

**Can't remember Username or Password?*

Contact Parish, School or Organization's Local Director of Safe Environment

3. Need to update physical address, email address or password?
 - Select **Edit Profile** on left side of screen (may need to scroll down)
 - If revisions are made to profile, select: **SAVE** at the bottom of page prior to exiting.
4. To recertify, select: **My Trainings** on left side of screen. Complete **Required** training.
5. The parish Local Director of Safe Environment (DSE) will verify completion of training through CMG Connect.
6. Printing or downloading **Certificates of Completion** are **optional** and are available to view, print, or download 24 to 72 hours after completion of training. To log back in at a later date, repeat steps 1 and 2.

HOW TO PRINT A CERTIFICATE OF COMPLETION

1. Log in to CMG Connect (following steps 1 and 2). Select: **My Trainings** on left side of screen. Select "Download Certificate". The **Certificate of Completion** will appear and the option to print or download is offered.

Recertification is required every three years.

CMG Connect will notify you via email of recertification 60 days prior to the 3 year expiration date.

Thank you for completing the Safe Environment Training