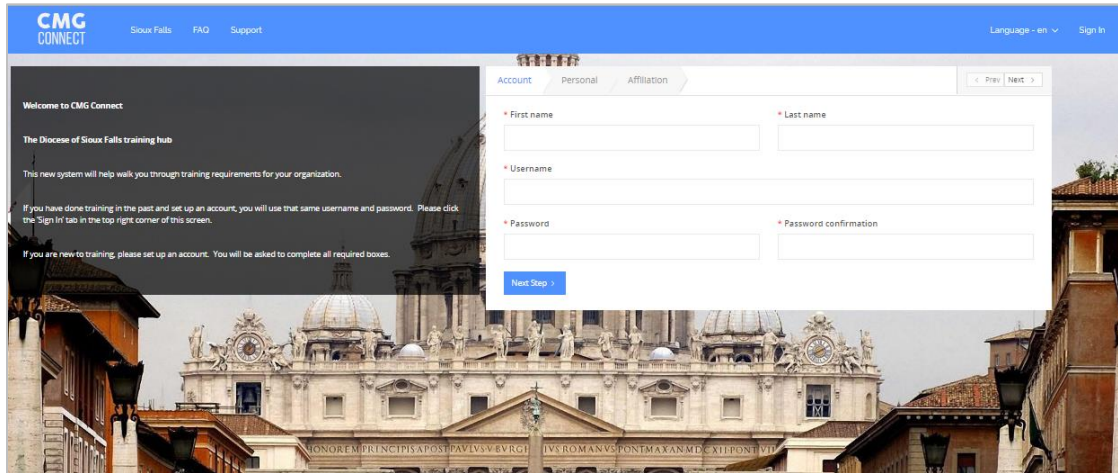
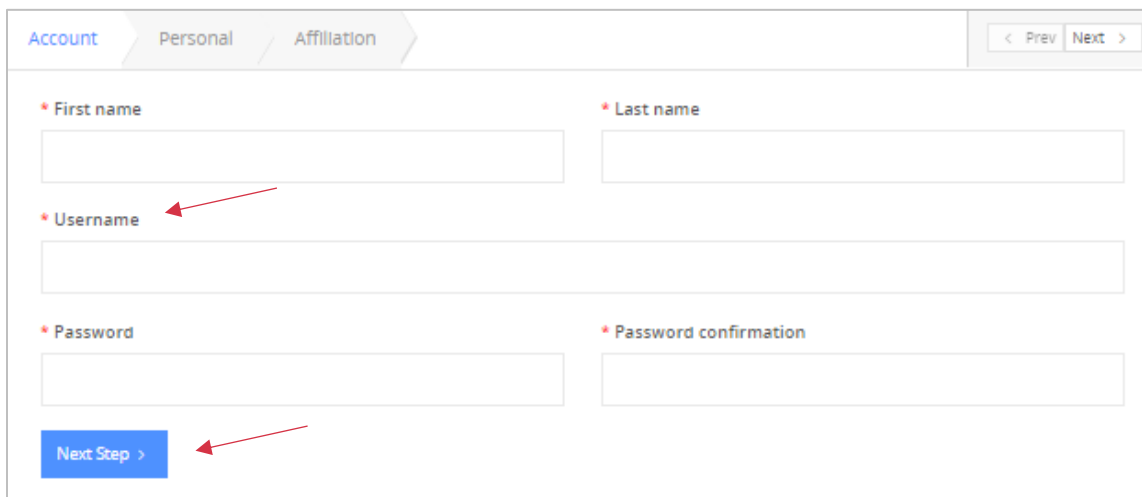




1. Go to [www.sfcatholic.org/SafeEnvironment](http://www.sfcatholic.org/SafeEnvironment) and click on the image or go to <https://siouxfalls.cmgconnect.org> to access the CMG Connect homepage.



- a. Provide the information requested on the Account tab (*fields with a red asterisk [\*] are required*).
  - i. Create a username using the following format: DoeJohnP (i.e. Last name, First name, and Middle initial–no spaces). If your username is not available, try using your full middle name instead of the initial, such as DoeJohnPaul or something you will remember. You cannot change your username once it is created.
- b. Click on Next Step to go to the Personal tab.



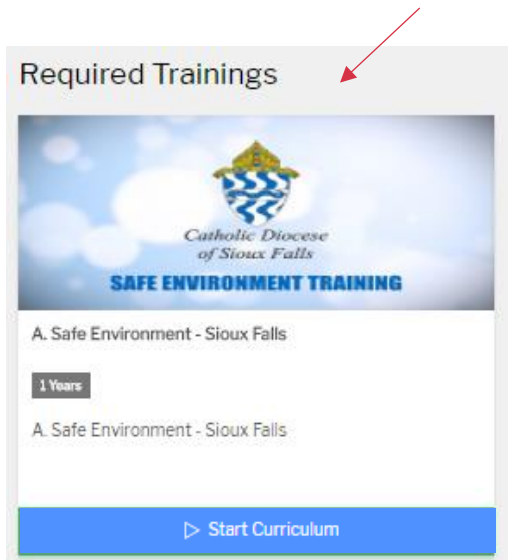
2. Provide the information requested on the *Personal* tab (fields with a red asterisk [\*] are required).
  - a. Please enter your email address (only one) so you are able to retrieve your password.
  - b. Click on Next Step to go to the *Affiliation* tab.

The screenshot shows the 'Personal' tab of a registration form. At the top, there are three tabs: 'Account', 'Personal', and 'Affiliation'. The 'Personal' tab is active. Below the tabs are several input fields: 'Address 1' (with a red asterisk), 'Address 2', 'City' (with a red asterisk), 'State' (with a red asterisk and a dropdown arrow), 'Zipcode' (with a red asterisk), 'Phone' (with a red asterisk), 'Email' (with a red asterisk), and 'Date of Birth' (with a red asterisk). At the bottom left, there are two buttons: '< Previous' and 'Next Step >'. A red arrow points to the 'Next Step >' button. Another red arrow points to the 'Email' input field.

3. Provide the information requested on the *Affiliation* tab (fields with a red asterisk [\*] are required).
  - a. If you are a paid educator (aka Catholic School teacher) or paid employee choose the parish or school where you work as your primary location.
  - b. Click *Register My Account* to be directed to your *Dashboard*

The screenshot shows the 'Affiliation' tab of a registration form. At the top, there are three tabs: 'Account', 'Personal', and 'Affiliation'. The 'Affiliation' tab is active. Below the tabs are several input fields: 'Select Primary Parish/School' (with a red asterisk and a dropdown arrow), and a section titled 'I participate as a/an (select all that apply):' with a list of checkboxes: 'Candidate for Ordination', 'Deacon', 'Educator', 'Employee', 'Priest', and 'Volunteer'. At the bottom left, there are two buttons: '< Previous' and 'Register My account'. A red arrow points to the 'Register My account' button. Another red arrow points to the 'Select Primary Parish/School' dropdown menu.

4. Your *Dashboard* will list required training curriculums you must complete to satisfy the Safe Environment Program and/or optional trainings (located below required trainings). **Defensive Driving is NOT a required training for Safe Environment, even though it may show up under the Required Trainings heading. However, you may complete it if you want to.**
  - a. Click on *Start Curriculum* located on the bottom of the Safe Environment – Sioux Falls box.



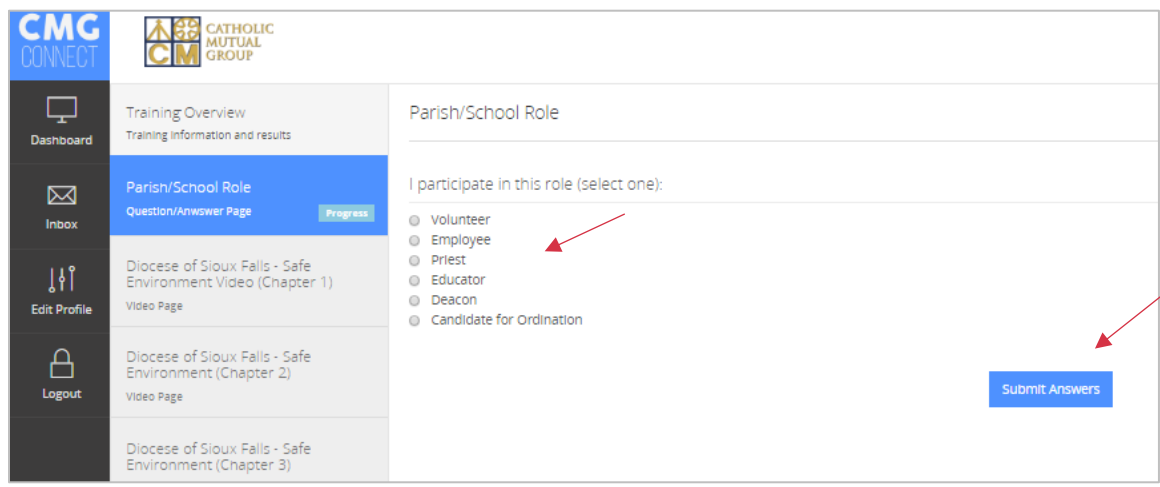
**Background Checks**

Because this is a new system we are not requiring background checks to be completed in CMG Connect. This is an attempt to prevent duplicate background checks and unnecessary charges to a parish or school, so we are not asking for a background check at the time of the video and questionnaire.

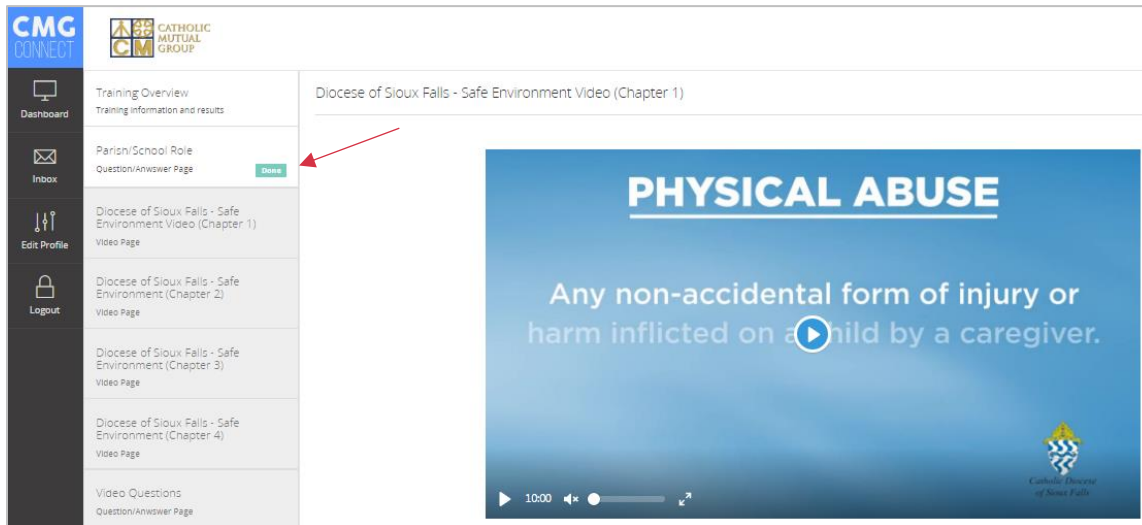
**If the Diocese discovers you need a background check**, you will receive an email from the Diocese or your local coordinator asking you to sign-in to your CMG Connect account and complete the Background Check curriculum.

**If you DO NOT need a background check**, you will not receive further instructions.

5. Choose one role that best describes your role at your parish or school (only paid Catholic School Teachers should choose Educator).
  - a. Click on *Submit Answers*. Your answer will be confirmed. Click *Next Page* to advance to the Diocese of Sioux Falls - Safe Environment Video (Chapter 1).



6. Watch the first chapter of Safe Environment Video. You cannot advance to the next chapter until you have watched the first video. Each segment is approximately 7-10 minutes.



7. When **Done** appears in the lower right-hand corner of the Chapter 1 video box, you will automatically advance to the Chapter 2 video and likewise for chapters 3 and 4.
8. When **Done** appears in the lower right-hand corner of the Chapter 4 video box, you may click on the *Video Questions* box and answer the question. There is not a right or wrong answer—you cannot fail.
9. When **Done** appears in the lower right-hand corner of the *Video Questions* box Click on *Code of Conduct* to read the Diocese of Sioux Falls Sexual Misconduct Policy.
10. When **Done** appears in the lower right-hand corner of the *Code of Conduct* box, click on the Acknowledgement Questions box.
  - a. Answer the questions and click on *Submit Answers*.
    - i. Your answers will be confirmed and you will be redirected to your Dashboard.
    - ii. Your Safe Environment Curriculum box will state **Completed**
11. Click *Logout* to exit the training.