

CMGConnect

ARCHDIOCESE OF DUBUQUE



Safe Environment Training

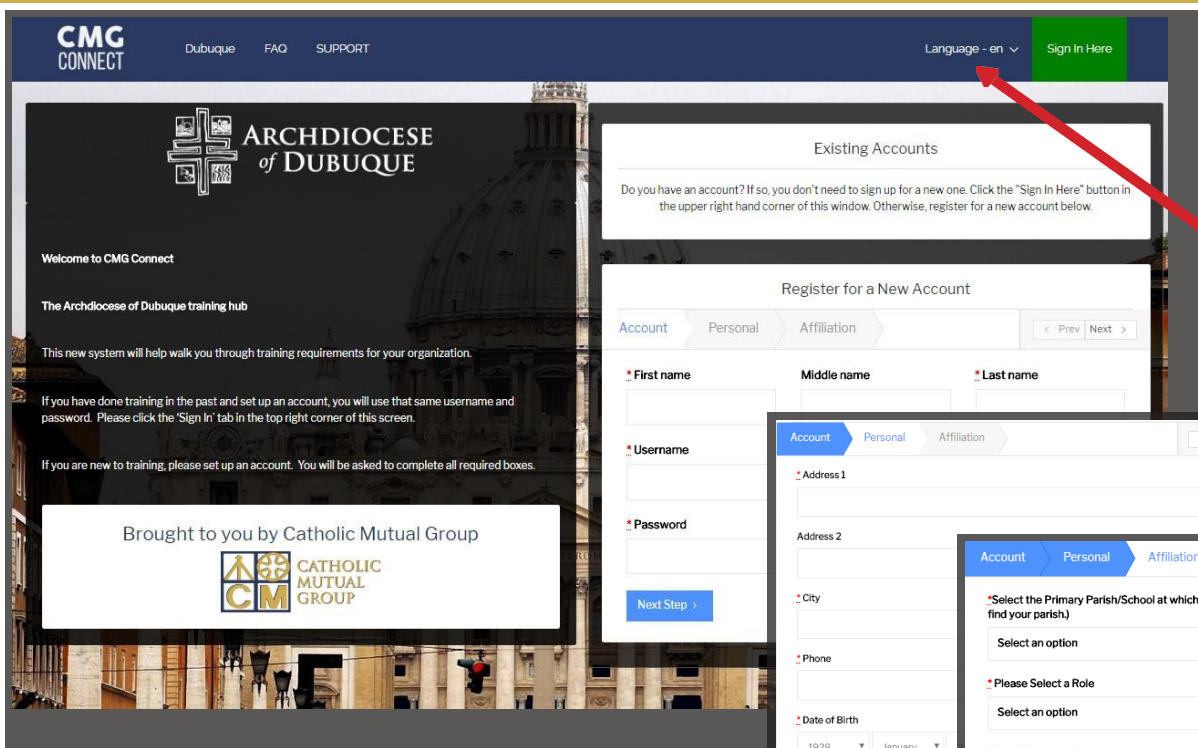
NEW EMPLOYEE/VOLUNTEERS

Getting Started:

1. Go to <https://dubuque.cmgconnect.org/>.
2. Create an account by completing all the boxes under **Register for a New Account**. This includes address, primary parish or school, and how you participate at your parish or school. Select **Holy Family Catholic Schools System – Dubuque** as your “Primary Parish/School” and select **New Employee/Volunteer** as your participation category for the system to assign the correct training. *Please contact Krystal Tranel at ktranel@holymfamilydbq.org or 563-582-5456.*
3. Your dashboard will show you the required and optional training curriculums that have been customized for your particular role within the Diocese.
4. Click **Start Curriculum** under the ‘Safe Environment Training’ to begin.
5. On the last page of the curriculum, submit your background check information. NOTE: The curriculum will remain “In Progress” until your background check is processed and reviewed by the diocese.
6. After you are certified, you can access your completion certificate by returning to the training dashboard and clicking ‘Download Certificate’.

For more information, please use your FAQ or Support tab at the top of the screen.





You can switch language settings to Spanish before registering for an account here.

- You will progress through ALL three account creation screens before your registration is complete. Be sure to select **NEW Employee/Volunteer** as your category.

- On your main dashboard, you will click **Start Curriculum** to open the training.

- Complete the training sections—as you work through, they will show as **Done** in each box.

- When finished, your curriculum will show as “In Progress” on your training dashboard until your background check is processed and your certification is approved by the Diocese.

- Once you have been certified, you can access your completion certificate by clicking the gray **Download Certificate** button under the “Completed” curriculum.

Existing Accounts

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

Register for a New Account

Account Personal Affiliation

* First name Middle name * Last name

* Username

* Password

Next Step >

Account Personal Affiliation

* Address 1

Address 2

* City

* Phone

* Date of Birth

1928 January

< Previous Next Step >

Account Personal Affiliation

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

Select an option

* Please Select a Role

Select an option

* I participate as a/an:

- NEW Employee/Volunteer
- Candidate for Ordination
- Clergy/Religious
- Diocese Employee
- Diocese Volunteer
- Driver (select with other categories)
- Early Childhood
- Licensed School Educator
- Parish Employee
- Parish Volunteer
- School Employee
- School Volunteer

< Previous Register My account

A. Safe Environment Training - New Employee/Volunteer - Dubuque

1 Years

Includes: Safe Haven - It's Up to You video segments; Questions; Archdiocesan Policies; Background Check.

In Progress

Safe Haven - It's Up to You (Segment I) Video Page Progress

Safe Haven Questions Part I Question/Answer Page

Safe Haven - It's Up to You (Segment II) Video Page

Safe Haven Questions Part II Question/Answer Page

Safe Haven - It's Up to You (Segment III) Video Page

Safe Haven Questions Part III Question/Answer Page

Policy for the Protection of Minors Read and Acknowledge Page

Standards of Conduct Read and Acknowledge Page

Sexual Misconduct Policy Read and Acknowledge Page

Acknowledgement Questions Question/Answer Page

TRAINING NOTICE Read and Acknowledge Page

Background Check Background Check Page

Completed

Download Certificate