

Step 1: Accessing CMG Connect

Go to <https://Charleston.CMGconnect.org/> to register for an account. Complete the three pages of "Register for a New Account" — basic account information, personal, and affiliation. Complete all required boxes.

The screenshots show the following sections:

- Homepage:** Welcome to CMG Connect, The Diocese of Charleston training hub, and a sign-in button.
- 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:** A multi-step form with tabs for Account, Personal, and Affiliation. The 'Affiliation' tab is selected, showing a list of roles to choose from. A red arrow points to the 'Driver' role.

Select the **"Driver"** participation category on the last step, in addition to any other selections that describe your role at your primary location. This allows the platform to automatically assign the correct training(s).

If you are unsure of what category to select, please contact your diocese.

The login page includes the following elements:

- CMG Connect Logo:** The Training Platform of Catholic Mutual Group.
- Username Field:** Enter your username.
- Password Field:** Enter your password.
- Log me in Button:** A blue button to submit the login information.
- Forgot Password? Link:** A link to reset the password.
- Remember Me Checkbox:** A checkbox to remember the user's login information.

If you completed training in the past, you may already have an account. Log in with your previous username and password by clicking the green "Sign in Here" button at the top right of the page.

If you cannot remember your password, click 'Forgot Password'. If your email address is not recognized or you do not have an email address in the system, contact cmgconnect@catholicmutual.org to request a password reset.

Step 2: Locate and Start Trainings

Once you have completed the registration process, you will be directed to your dashboard. Click "Start Curriculum" to begin. **Note: Available curriculums will vary based on the participation category you selected when registering. To update, click 'Edit Profile' and select applicable categories.**

To view other Optional Training Curriculums, click the yellow arrow.

The screenshot shows a user dashboard for 'Test_Driver Account'. On the left is a sidebar with navigation links: Dashboard, Training Archives, Inbox, Edit Profile, and Logout. The main content area is divided into two sections. The 'Required Training Curriculums' section features two cards: 'Defensive Driving Training' (with a photo of a driver) and 'Location Safety Curriculum' (with a school bus icon). Both have 'Start Curriculum' buttons, with the first one circled in red. The 'Optional Training Curriculums' section has a heading and a sub-link. It displays four cards: 'School Safety Coordinator Program Requirements 2018/2019', 'Adult Anti-Bullying Training', 'Bloodborne Pathogens', and 'Children's Anti-Bullying Training'. The last card, 'Children's Anti-Bullying Training', has a 'Start Curriculum' button with a yellow arrow pointing right, which is circled in red.

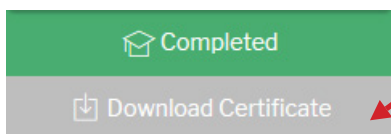
Step 3: Complete Training

Watch the training video, acknowledge diocesan policies, fill out the driver questionnaire, and submit your MVR check via the curriculum.

Each training page will be marked 'Done' as you progress.

Step 4: Access Certificate

After your MVR has been reviewed and approved, you will be able to log back in to the system to access your completion certificate. Locate your completed curriculum and select the gray 'Download Certificate' button.



The screenshot shows the 'MVR Check' form. On the left is a 'Training Overview' sidebar with a list of completed steps: 'Be Smart - Drive Safe II', 'Vehicle Policy', 'Vehicle Safety Policy', 'Passenger Van Policy', 'Driver Questionnaire', and 'MVR Check' (highlighted in blue). The main form area contains fields for: First name, Last name, Address 1, Address 2, City, State (dropdown), Zipcode, Phone, Date of Birth (dropdowns for year, month, day), Driving License State (dropdown), Driving License Number, Confirm Driving License Number, Social Security Number, and Confirm Social Security Number. At the bottom is a checkbox for 'I agree to terms and conditions' and a 'Submit MVR Check Request Details' button.

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