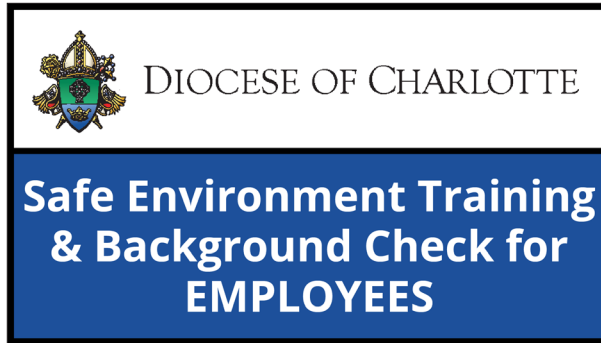


CMGConnect

DIOCESE OF CHARLOTTE



End-User Instructions

1. Go to <https://Charlotte.CMGConnect.org>
2. **If you have previous safe environment certification (VIRTUS):** Your historical records may have been imported to CMG Connect. **Please do NOT create a new account.** Click **Sign In** located in the upper right corner of the page. On the Account Login screen, use the username format: **FirstnameLastname-rcdoc** (ex: JohnSmith-rcdoc) and password: **1234**. *You will be prompted to update to a more secure password the first time you sign in. Once the new password is saved, return to the sign in page and use your new credentials to access your training.*

If you are NEW to CMG Connect: Please create a new account by completing all of the boxes under the *Register for a New Account* area. This will include your address, primary parish, and how you participate at your parish or school. Once your account is successfully created, you will automatically be brought to your training dashboard page.
3. Click **Start**  to open the **A. Safe Environment Training & Background Check for DIOCESAN EMPLOYEES - Charlotte** module posted under the Required Trainings area of your dashboard. On the last page of the curriculum, submit your background check information. Please enter your name as listed on your government issued identification.
NOTE: The training will show as **Resume** until your background check is processed and reviewed by the Diocese. This can take up to 7-10 business days.
4. If you have a valid email address associated with your account, you will receive a notification from webmaster@cmgconnect.org upon your approved certification.
5. After your account is certified by the Diocese, you can also download and/or print a certificate for the completed curriculum. To access, log in to your account and click **Print Certificate** under the finished module(s).



CMGConnect Home FAQ Support State Reporting Agencies Privacy English **Sign In**

COVID -19 Resources Click Here

Diocese Of Charlotte

Existing Accounts

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

Sign In

Register for a New Account

Account

Enter your first, middle and last names as they appear on your government issued identification.

First Name: **1** Middle: Last: Address 1: Address 2: State: City: Zip: Email: Enter your email for expiration notices.

Username: Password: Confirm Password: **2**

EXISTING USERS:

Click Sign In. If your account was imported from VIRTUS, log in with the username format **FirstnameLastname-rcdoc** and (when logging in for the first time) password **1234**.

Click the **Support** button if you need additional help accessing your account.

NEW ACCOUNTS: Progress through all three account creation screens in the *Register for a New Account* area then click **Register** to complete your profile set-up.

Select checkbox **D** or **E** on the Affiliation tab to be assigned **DIOCESAN EMPLOYEE** compliance requirements.

Account Personal Affiliation

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

Please Select to Search for Location: [Dropdown]

Please Select a Role: **3** [Dropdown]

I participate as a/an: *

☐ a. Priest
☐ b. Deacon
☐ c. Candidate for Ordination
☒ d. Diocesan Employee: Licensed School Educator/School Administrator
☒ e. Diocesan Employee: Non-Licensed School Educator/School Administrator and all other Roles
☐ f. Employee: Under 18
☐ g. Volunteer: Adult that has contact with Children
☐ h. Volunteer: Adult that does NOT have contact with Children
☐ i. Volunteer: Under 18
☐ j. Driver (Select with other category)

☐ I'm not a robot

Previous Register

- Once logged in, locate **A. Safe Environment Training & Background Check for DIOCESAN EMPLOYEES - Charlotte** on your main dashboard and click **Start** to begin.
 - Complete each of the training sections—as you finish page, it will be marked with a green check mark (✓) to show that your progress is saved.
 - On the last page of the curriculum, enter your background check details. Please make sure ALL details are accurate before clicking "Submit Background Check Request". To ensure accurate results, enter your name as it appears on your government issued identification.
 - The curriculum will remain marked as **Resume** on your training dashboard until AFTER your background check results are processed and the Diocese your certification status is approved by the Diocese.
- NOTE:** Background checks can take up to 7-10 business days to be processed and returned for Diocesan review.



* Please enter your name as listed on your government issued identification

☒ I do not have a middle name

First Name: [Text] Middle Name: [Text] Last Name: [Text]

Maiden name: [Text]

Address 1: [Text] Address 2: [Text]

City: [Text] State: [Text] Zipcode: [Text]

Phone: [Text]

Date of Birth: [Text]

Social Security Number: [Text] *Confirm Social Security Number: [Text]

I am completing this BG check on behalf of this location: [Text]

☐ I agree to terms and conditions Read terms and conditions

Submit Background Check Request

- Once you have been certified by the Diocese, a completion certificate will be available under the finished module on your dashboard. Click the gray **Print Certificate** button to access.
- NOTE:** If you have a valid email address on your account, you will also receive a system message when approved.

Complete

Print Certificate

<https://Charlotte.CMGConnect.org/>