CMGConnect **ARCHDIOCESE OF GALVESTON-HOUSTON**



Safe Environment Training WITH Background Check for New Users

- 1. Go to https://galvestonhouston.cmgconnect.org/
- 2. 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. Your dashboard will show you the required and optional training curriculums that have been customized for your particular category within the Archdiocese.
- 4. Click Start (a) to open the Safe Haven Training Mandatory for all employees and volunteers module posted under the Required Trainings area of your dashboard. You will have the option to complete the training in English, Spanish, or French.
- 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 Archdiocese. This can take up to 7-10 business days.
- 6. After your account is certified as compliant by the Archdiocese, 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.



For technical assistance, contact us via the O support button found in the bottom right corner of the web page.

COVID -19 Resources Click Here Archdiocese Of Galveston-Houston (Child & Youth Protection Safe Environment Training) THE ARCHDIOCESE OF GALVESTON-HOUSTON Welcome to the CMG Connect. the Archdiocese of Galveston-Houston in Texas training hub for the Safe Environment program. Previously attended VIRTUS training	Existing Accounts Do you have an account? If so, you don't need to sign up for a new one. Clupper right hand corner of this window. Otherwise, register for a new account? Sign In Register for a New Account Account Personal	English - Sign In Like the "Sign In" button in unt below: Affiliation	If returning to complete training, click Sign In to log in with your existing account.
If you have completed VIRTUS training through the Archdiocese in the past 5 years. do not create a new account You will log-in with your old user id from VIRTUS and enter the password 1234. If you are unable to log-in, please contact our direct line: 713-652-4401 (Espanol) or email: ocyp@archghorg. IMPORTANT NOTES This training is for adults only, ages 18 and older, no minors are allowed to complete the training. You will be required to complete a criminal background check as part of the registration process. Please make sure you enter your legal name as it appears on your comment lexuel ld (Drivec's Lience, State issued Identification card Pascence Marice New N If you please Treation screeens in the Register for or click Register to complete you	Account Personal Affiliation S. J. Do. Address at a Address 1 Address 1 Address 1 Address 2 State 2 State 2 Password * City 2 State 2 Please Select ta Role * Please Select a Role * Please Select a Role * Please Select a Role * Instribution of the property of the p		Personal Affiliation which you Volunteer or Work: (Search or scroll down to find n 3 Archdiocesan Catholic School) an Catholic School) miniarians poper of commentary rter
 On your main dashboard, click stathe required <i>Safe Haven Training</i> in language (English, Spanish, or Free Complete each of the training sectifinish a page, it will be marked with mark () to show that your programed in the last page of the curriculum, background check information as it your government issued identification make sure all details are accurate <u>I</u> clicking "Submit Background Check 	to begin n your desired nch). ons—as you n a green check ess is saved. enter your appears on ion. Please <u>BEFORE</u> a Request".	THE ARCHDIOCESE OF GALVESTON-HOUSTON CALVESTON-HOUSTON Includes: Safe Haven Training (I for all employees and vo Includes: Safe Haven - It's Up parts 1-3); Archdiocesan polic Color:	Register Safe Nurronment ANDATORY Training ENGLISH) - Mandatory bunteers to You Videos & Questions review: AGH Background
 When finished, click Dashboard. will show as <i>Resume</i> on your dashb background check is processed at NOTE: <i>Background checks results of</i> <i>7-10 business days to process</i>. After you are certified, you can log account to access your completion Click the gray Print Certificate b the completed training. <i>If you have a valid email address on</i> <i>you will receive a system message where</i> 	The curriculum oard until your nd approved. <i>can take up to</i> in to your certificate. outton under <i>your account,</i> <i>nen approved.</i>	Res	ume Complete Print Certificate

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