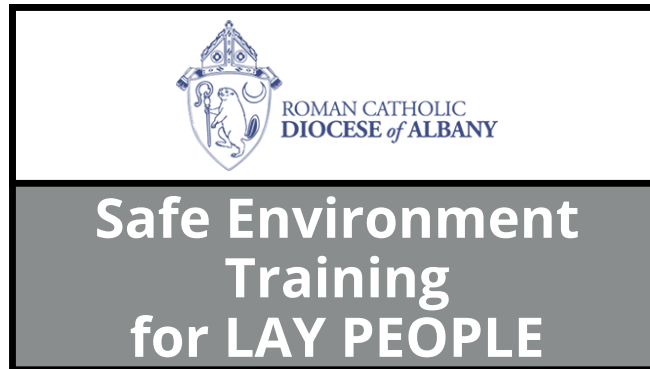



# CMGConnect


## DIOCESE OF ALBANY



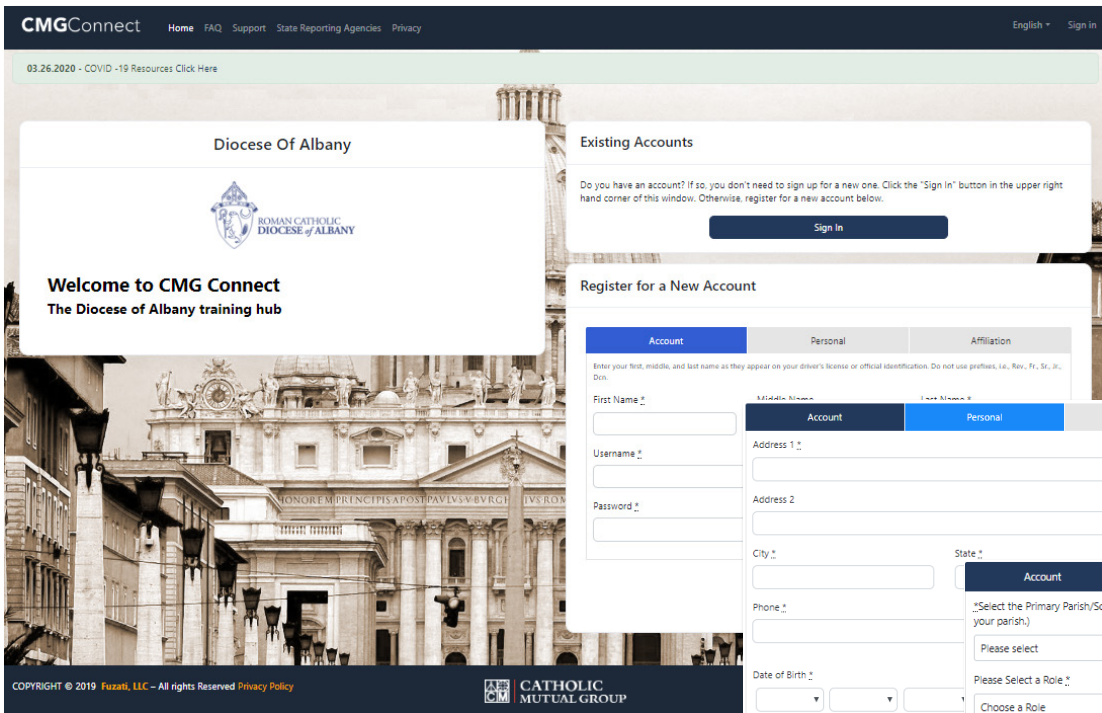
### ***End-User Instructions for LAY PEOPLE***

1. Go to <https://Albany.cmgconnect.org/>
2. Create a new account by completing all the boxes under the **Register for a New Account** area on the right side of the page. This includes your address, primary parish/school, and how you participate at your site. If you have questions please contact your parish/school coordinator.
3. Your dashboard will load with the required and optional training modules that have been assigned to your particular category.  
*If you need to change your category after signing in, click the **Edit Profile** tab. Select a different category from the check list then click **Update Profile** to save your changes.*
4. Click  under the **A. Safe Environment Curriculum - Albany** curriculum to complete your online requirements.
5. If needed, you can access a completion certificate after you finish the training. To access, return to the **Dashboard** page and click the gray **Print Certificate** button under the completed module.  
*This certificate ONLY confirms completion of your safe environment training requirement. Please contact your local safe environment coordinator for background check details.*





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

Last Updated: 06/29/20



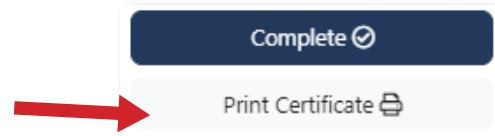
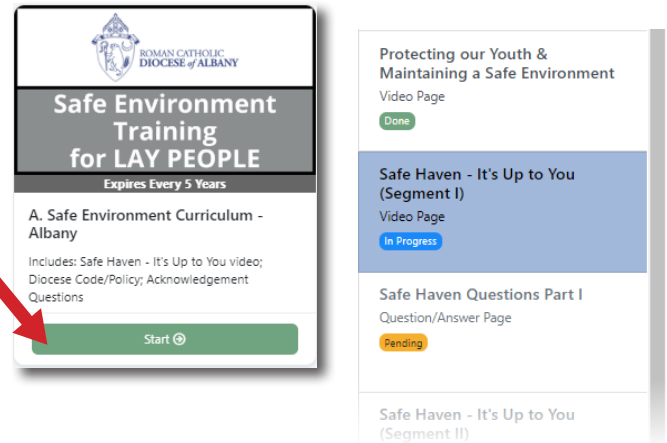
• Complete ALL three account creation screens under the *Register for a New Account* area. Click **Register** to complete your registration.

• On your dashboard, click  to open up the **A. Safe Environment Curriculum - Albany** option under the Required Trainings area.

• Complete all of the pages within the curriculum. Each segment will be marked as  to show that your progress is saved.

• Once you have completed the training, a certificate will be available under the finished module on your dashboard.

• Click the gray **Print Certificate** button to access the PDF certificate.



**IMPORTANT:** *Safe Environment compliance requirements for the Diocese of Albany also include a background check (this process is completed outside of CMG Connect). Please contact your local safe environment coordinator for further instruction.*

<https://Albany.CMGconnect.org/>