

CMGConnect

DIOCESE OF SPRINGFIELD IN ILLINOIS



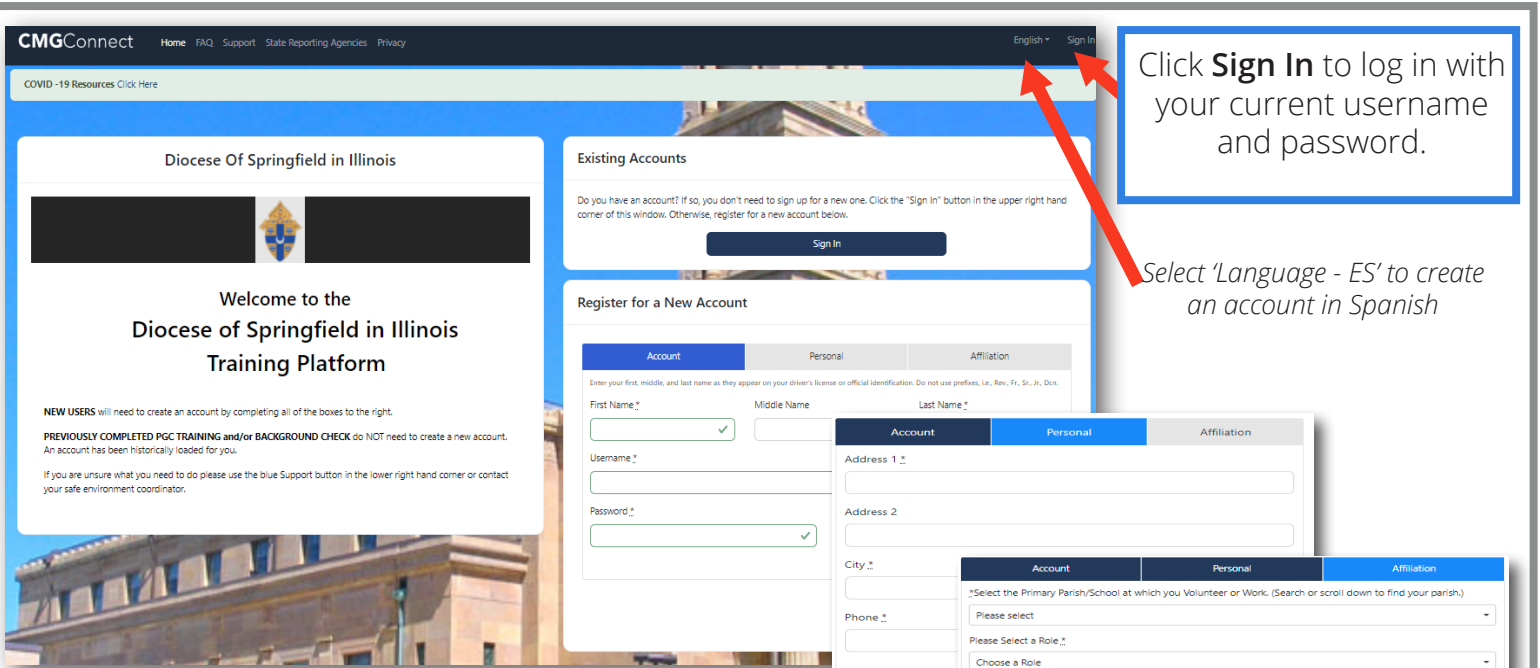
Sexual Harassment Training

Go to <https://springfieldil.cmgconnect.org/>

, **New to training?** Create a new account by completing all the boxes under the *Register for a New Account* area. This includes your address, primary parish, and how you participate at your parish or school. *If you have questions please contact your parish/school coordinator.*

□ Click Start under **Sexual Harassment Training - FOR EMPLOYEES ONLY.**

If you have a valid email address associated with your account, you will receive a notification from webmaster@cmgconnect.org upon your approved certification.



• You will progress through ALL three account creation screens then click **Register** to complete your profile set-up. *If you are unsure of which participation category to select, please contact your site coordinator or the Diocese.*

• On your dashboard, click **Start** to open up the **Sexual Harassment** training option.

• Progress through the training sections—as you complete each page, it will be marked as **Done** to show that the segment is finished.

• Once you have been certified, 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 receive a system message when approved.*

