

CMGConnect

DIOCESE OF SPRINGFIELD IN ILLINOIS



Sexual Harassment Training

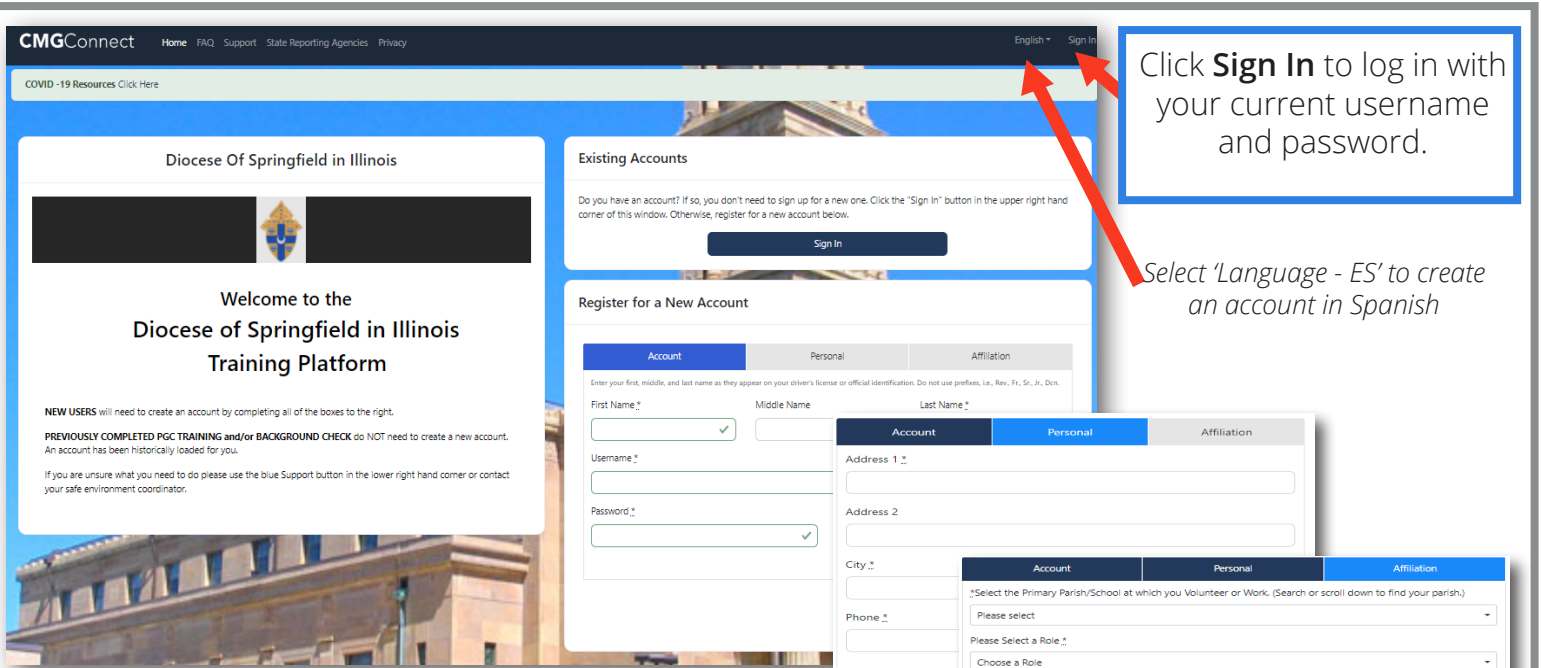
1. Go to <https://springfieldil.cmgconnect.org/>
2. **New to training?** Create a new account by completing all the boxes under the *Register for a New Account* area. This includes your address, primary parish, and how you participate at your parish or school. *If you have questions please contact your parish/school coordinator.*
3. Click Start under **Sexual Harassment Training - FOR EMPLOYEES ONLY.**
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. For assistance, please click the "Support" button on the bottom right corner of the CMG website to ask for assistance.

A blue, rounded rectangular button with a white question mark icon on the left and the word "Support" in white text to its right. There are small white downward-pointing arrow icons above and below the button.

Support

For more information, please use your FAQ or Support tab at the top of the screen.

Last Updated: 05/04/22



• 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.*

