CMGConnect

ARCHDIOCESE OF GALVESTON-HOUSTON

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Safe Environment MANDATORY 5 Year Renewal Training

Safe Environment 5 Year Renewal Training WITH Background Check

If you have an email address on file, you should receive a reminder message when your account is within 60 days of needing to complete your 5 Year Renewal (based off the date you originally completed Safe Haven training and were certified.) The message will be from webmaster@cmgconnect.org, so you may need to check your Junk/Spam folder.

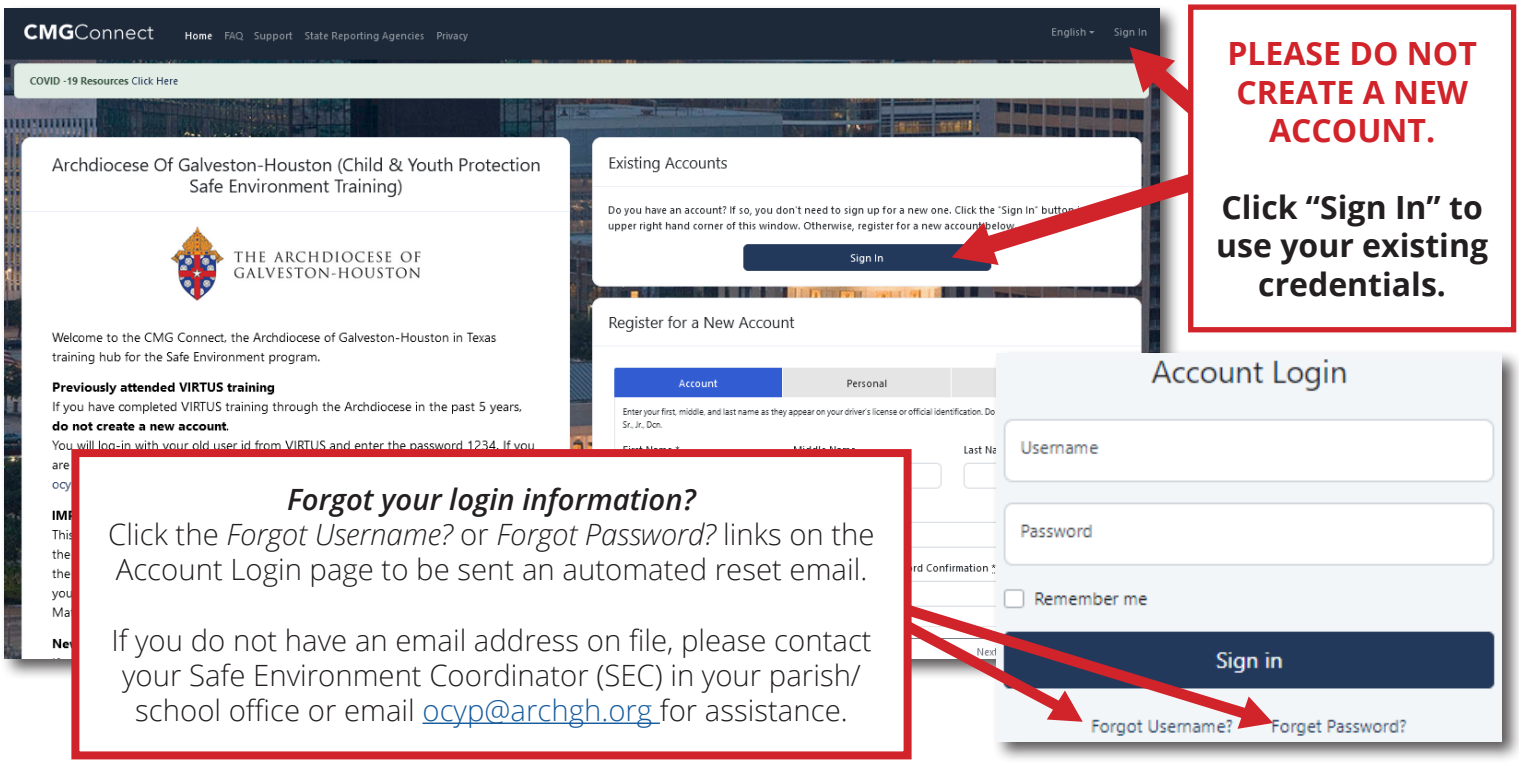
Please follow the instructions below to log in and complete your 5 Year Renewal training.

1. Go to https://GalvestonHouston.cmgconnect.org/
2. Click the **Sign In** button in the upper right corner to log in with your existing credentials. ***PLEASE DO NOT CREATE A NEW ACCOUNT!*** *If you have questions about requirements, please contact your site coordinator. If you need login assistance, click the blue* ***Support*** *button in the bottom right corner of the page.*
3. Your dashboard will display the initial Safe Haven training alongside your required 5 Year Renewal training and alternate language options.
4. Click Start to open the ***Five Year Renewal - Protecting Vulnerable Adults Training*** module posted under the Required Trainings area of your dashboard. You will have the option to complete the training in English or Spanish.
5. 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.

CATHOLIC MUTUAL GROUP

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

Last Updated: 04/11/2024



PLEASE DO NOT CREATE A NEW ACCOUNT.

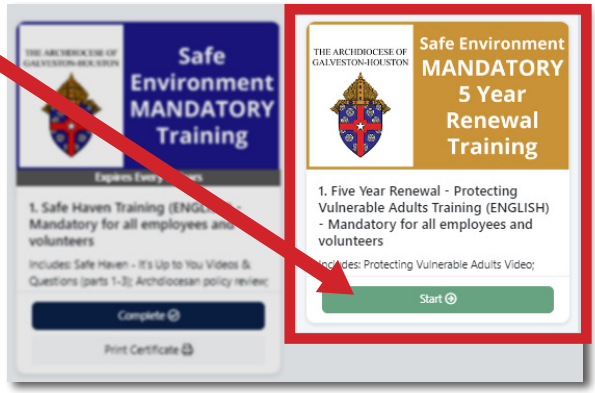
Click "Sign In" to use your existing credentials.

Forgot your login information?

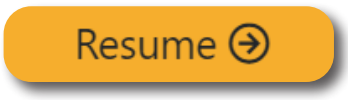
Click the *Forgot Username?* or *Forgot Password?* links on the Account Login page to be sent an automated reset email.

If you do not have an email address on file, please contact your Safe Environment Coordinator (SEC) in your parish/ school office or email ocyp@archgh.org for assistance.

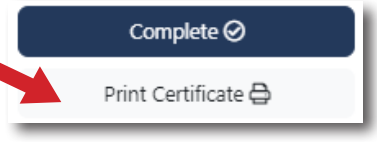
- On your main dashboard, click Start to begin the required ***Five Year Renewal - Protecting Vulnerable Adults Training*** as shown to the right. The 5 Year Renewal module will only appear if your previously completed training is within 60 days of expiration.



- Complete each of the training sections—as you finish a 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 information as it appears on your government issued identification. Please make sure all details are accurate BEFORE clicking "Submit Background Check Request".
- When finished, click **Dashboard.** The curriculum will show as *Resume* on your dashboard until your background check is processed and approved.
  NOTE: *Background checks results can take up to 7-10 business days to process.*



- After you are certified, you can log in to your account to access your completion certificate. Click the gray **Print Certificate** button under the completed training.
  If you have a valid email address on your account, you will receive a system message when approved.



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