

CMGConnect

ARCHDIOCESE OF GALVESTON-HOUSTON



Safe Environment Training WITH Background Check

Getting Started:

1. Go to <https://galvestonhouston.cmgconnect.org/>

New to training? Create an account by completing all the boxes under **“Register for a New Account”**. This includes address, primary parish, and how you participate at your parish or school. If you have questions please contact your safe environment coordinator. **Please do not create a new account if you completed VIRTUS after 2012 - you will already have an account in the system.**

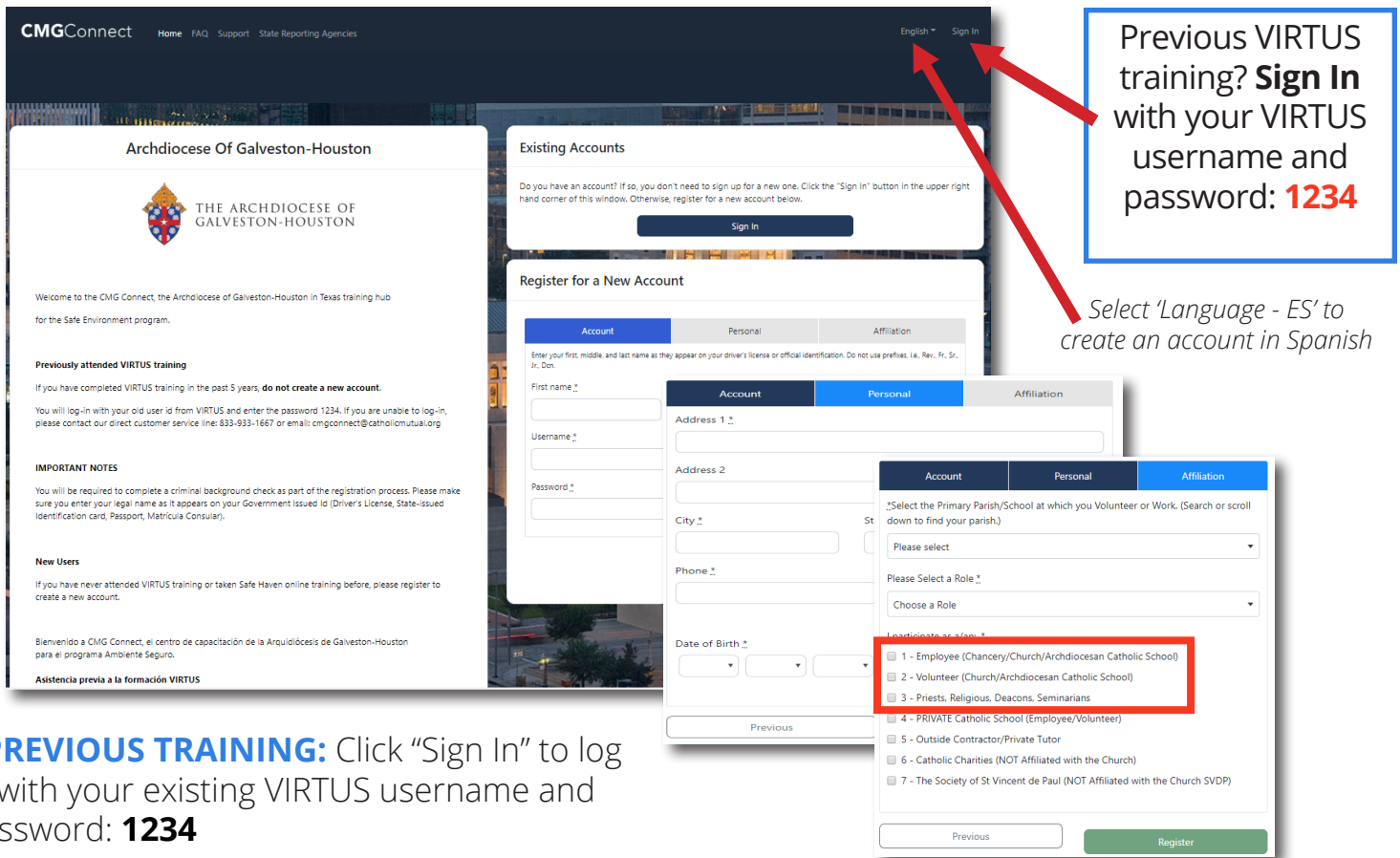
Previous VIRTUS training? Click the “Sign In” button in the upper right corner of the page and use your VIRTUS username and password: **1234**. You will be prompted to update to a more secure password. Once signed in, you can update your account information from the “Edit Profile” tab.

2. Your dashboard will show you the required and optional training curriculums that have been customized for your particular category within the Archdiocese.
3. Click **Start** under **Safe Haven Training - Mandatory for all employees and volunteers** to begin.
4. 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.

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

Please contact cmgconnect@catholicmutual.org or click  if you need assistance accessing your account.

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• **PREVIOUS TRAINING:** Click “Sign In” to log in with your existing VIRTUS username and password: **1234**

• **NEW TO TRAINING:** Progress through ALL three account creation screens before your registration is complete.

• On your main dashboard, you will click **Start** to open up the training.

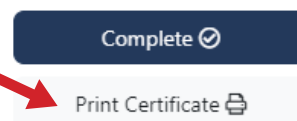
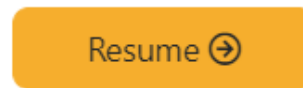
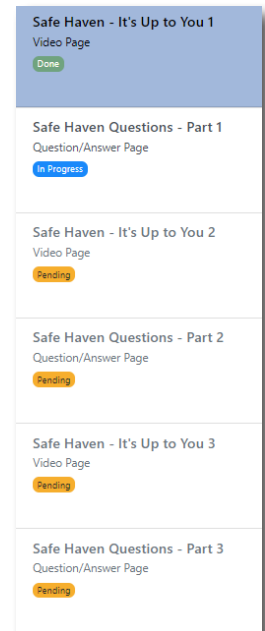
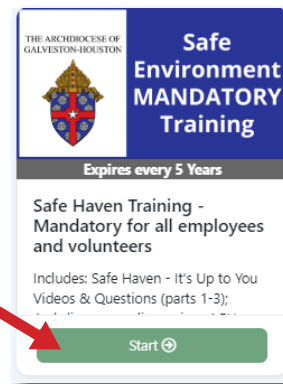
• Complete each training page—as you work through, they will show as **Done** in each box.

• When finished, click **Dashboard**. Your curriculum will show as *Resume* on your dashboard until your background check is processed and approved.

NOTE: *Background checks 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.

NOTE: *If you have a valid email address on your account, you will receive a system message when approved.*



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