

CMGConnect

EPARCHY OF OUR LADY OF LEBANON

SAFE ENVIRONMENT

ONLINE
Training and
Background Check

End-User Instructions for ONLINE Training

Getting Started:

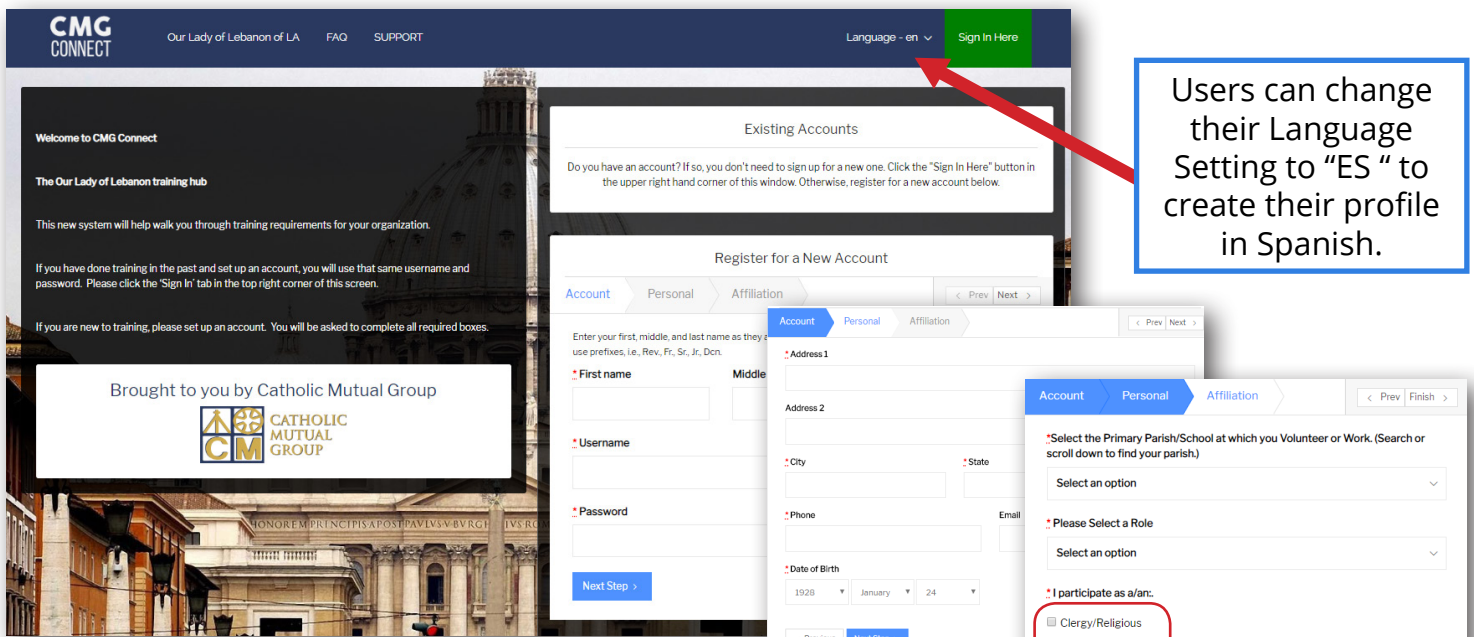
1. Go to <https://eparchyofourladyoflebanon.cmgconnect.org/>
2. **Create a new account:** Complete all the boxes under "Register for a New Account." This includes address, primary parish, and how you participate at your parish or school. If you have questions please contact your parish/school coordinator.
3. Your dashboard will show you the required and optional training curriculums that have been customized for your particular category within the Diocese.
4. Locate the **A. ONLINE Safe Environment Training & Background Check - Our Lady of Lebanon** curriculum option under the Required Trainings area.
5. Click **Start Curriculum**. You will complete the online training which includes videos and questions, review of policies, and submission of your background check details.
6. On the last page of the curriculum, enter your background check details.
Please enter your name as listed on your government issued identification.

NOTE: The curriculum will remain marked as **In Progress** on your training dashboard until your background check is processed and reviewed for approval. Processing can take up to 7-10 business days.

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



Last Updated: 08/15/19



- **Register for a New Account:** Complete ALL three account creation screens to register your account.

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

- Complete each training page—as you work through, they will show as **Done** in the lower corner of each box.

- On the last page of the training, submit your background check details. *Please fill in all information as shown on legal documentation and confirm details for accuracy before clicking Submit.*

- When finished, click **Dashboard**. Your curriculum will show as *In Progress* on your dashboard until your background check is processed and approved by the Diocese.

Please 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 **Download Certificate** button under the finished module.

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

