



THE ROMAN CATHOLIC DIOCESE OF PHOENIX

ONLINE FOUNDATION

1. Go to: <https://phoenix.cmgconnect.org>
2. Go to “Register for New Account” and complete all sections, you must use your legal name.
3. Once you reach the **Affiliation** section, please make sure to select your information as shown.
 - Primary Location (Select the “main” location you will work for)
 - Primary USCCB Role
 - Primary Category (**select only one**)

Follow the example below:

Account	Personal	Affiliation
*Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)		
Please select		
Please Select a Role.*		
Employee		
I participate as a/an: *		
<input type="checkbox"/> Consecrated Life		
<input type="checkbox"/> Consecrated Life in Formation		
<input type="checkbox"/> Deacon		
<input type="checkbox"/> Deacon Candidate		
<input type="checkbox"/> Educator (Catholic School Personnel ONLY)		
<input checked="" type="checkbox"/> Lay Employee		
<input type="checkbox"/> Limited Volunteer: NO contact with minors or vulnerable adults		
<input type="checkbox"/> Outside Organization / Vendor/ Independent Catholic Organization		
<input type="checkbox"/> Priest		
<input type="checkbox"/> Primary Coordinator		
<input type="checkbox"/> SE Trainer		
<input type="checkbox"/> Secondary Coordinator		
<input type="checkbox"/> Seminarian		
<input type="checkbox"/> Volunteer		

4. Click on **Register** and you will be directed to the **Dashboard** of your new CMG account.

5. Under “Required Trainings”, please select the Online Foundation for LAY People as shown below:

** For Clergy and Candidates for Ordination, your training should state “Clergy”*



6. Select “Start” and go through each section:

- Application questions

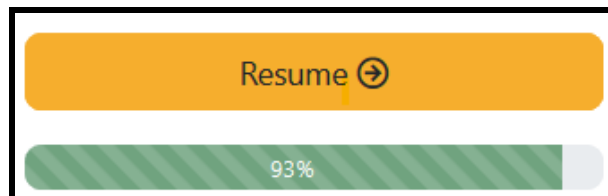
- Watch video(s) to completion.

- Lastly complete the background check with your SSN

***Do not enter false information. If you do not have an SSN please contact the coordinator at your location. If you enter a false SSN, you will be charged \$20 for the cost of correction.**

7. Once you have done this, CMG will take you back to your Dashboard and your training should be marked as “Resume” with 93% in the progress bar, as shown below.

*If you do not see a 90%+, something was missed. Please go back to correct it.



**This means that you have successfully submitted your Safe Environment Training information.*

8. Please allow for 7-10 business days for your background check to be completed.

A completed curriculum will state **Complete** with a checkmark icon, replacing the **Resume** with a right-pointing arrow icon status.

If you are in need of additional support, please reach out to the SET Coordinator at your location