

STEP BY STEP INSTRUCTIONS FOR ONLINE SAFE ENVIRONMENT TRAINING

**IF YOU DON'T FINISH THE TRAINING WITHIN 7 DAYS OF STARTING,
YOU WILL NEED TO START OVER AT THE BEGINNING**

THE TRAINING TAKES ABOUT AN HOUR AND A HALF

1. Go to cmgconnect.org
2. Select "Duluth" under Find Your Diocese and click "go"
3. Fill out account and personal information as prompted
4. Select "Assumption School - Hibbing" and appropriate box under "affiliation"
5. Click "Register My Account"
6. Click "Start Curriculum" under Safe Environment Curriculum - Duluth
7. Select a role
8. Watch video on Safe Haven - It's Up to You 1
9. Answer Safe Haven Questions 1 then click "Submit"
10. Review your answers then click "Next Page"
11. Watch video on Safe Haven - It's Up to You 2
12. Answer Safe Haven Questions 2 then click "Submit"
13. Review your answers then click "Next Page"
14. Watch video on Safe Haven - It's Up to You 3
15. Answer Safe Haven Questions 3 then click "Submit"
16. Review your answers then click "Next Page"
17. Read Diocese of Duluth Sexual Misconduct Policy Book and Code of Pastoral Conduct and click "I Understand and Agree to the Above Terms"
18. Answer Acknowledgment Questions - Diocese of Duluth then click "Submit"
19. Read Expected Behavior and click "I Understand and Agree to the Above Terms"
20. Complete Background Check info (including Social Security Number), click "I agree to terms and conditions", click "Submit"