

## Safe Environment Training Instructions

Welcome to the 2023-2024 Safe Environment Training Foundation and Renewal! Every year those of us who work or volunteer in ANY ministry or function within the Diocese of Phoenix (e.g., St. Benedict Parish, St. John Bosco School, St. Vincent de Paul) MUST take Safe Environment Training (SET).

The training is done through the CMG (Catholic Mutual Group) website.

- I. For those new to this program, please type in the following log in [www.phoenix.cmgconnect.org](http://www.phoenix.cmgconnect.org) then create an account by putting your (first name.last name.dop) as your username per Diocesan requirements. (EX: Debbie.Smith.dop)

Then you will create your own password. After setting up your account you will be on your dashboard page.

If this is the first time you have enrolled in the Safe Environment Training then Scroll down to find the **Blue Border Safe Environment for Laypersons ONLINE FOUNDATION Safe Haven** – it's up to you - course. **Do NOT click on the LIVE course!** (Text me if you have any questions at 480-529-4828 Debbie). Click start to take the course, it takes about an hour and will require you to put in your Social Security Number for the background check (which the diocese pays for).

2. For those who completed Safe Environment Training last year, you will need to take the **Green Border Safe Environment Training for Lay Persons ONLINE RENEWAL Safe Haven – part 3** (Should take just about 30 minutes.)

A. Go to <https://phoenix.cmgconnect.org/>

B. Click on existing accounts and put in the username and password you created last year. Text me at 480-5294828 Debbie if you can't remember your username but it should be "first name.last name.dop"

C. Once you are in, it will display your dashboard. Scroll down to required training and you should see green border course - 2023-24 Safe Environment Training for Lay Persons - **ONLINE RENEWAL**. Click "START." (Make sure you click on "I agree to terms...." to advance the program.)

**Please do NOT create a new account; just text me if you can't get into the account.** I have attached an example of what the **ONLINE FOUNDATION** and **ONLINE RENEWAL** courses look like.

God Bless,

Debbie Smith 480-529-4828