



## SAFE ENVIRONMENT PROGRAM DATABASE

### Catholic Mutual Group Website, *CMG Connect*

#### *For maintaining information on background checks and safe environment training*

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Each local SEC logs in to the database with a user name and password at:

<https://fortwaynesouthbend.cmgconnect.org/>

If you do not know your username or password, contact the diocesan safe environment office. Each safe environment coordinator is known as a site administrator on the CMG website. Your site is the parish, school or diocesan office for which you serve as an SEC. At the CMG site, you can access and modify data for your employees, educators, and volunteers. You may search the entire database for information on any adult in the diocese.

Each new adult will create a user account for himself/herself at CMG Connect Website. The adult is to assign his/her account to your site, choose a USCCB role, and choose how she/he participates in the diocese. If all these steps are completed correctly, you will see the data for the adult on your site and the correct training modules will be assigned to this adult. You can edit these choices if they are made incorrectly. The adult "user" can also "Edit Profile" if he/she makes incorrect choices.

Once the adult is located at the correct site and the assigned training curriculum is completed, it will appear in the box labeled "CMG Connect Training Activity" on each profile. You can see which training modules are completed, how much of each one is completed and the date of completion. You are also able to print certificates for completed training modules.

#### **Background Check Status:**

The Safe Environment database specialist will input the information from a background check into the CMG Connect database for each person. If you have questions, please contact the diocesan safe environment office. If you have an employee or volunteer who is under 18 years, you as local SEC will create the user account at CMG Connect for this person. After running the background check at NSOPW, send a copy of the results to the database specialist at [safe@diocesefwsb.org](mailto:safe@diocesefwsb.org).

### **Safe Environment Training:**

The database specialist will input training information into the CMG Connect database for each person under 18 years of age. Each local SEC will send a copy of the Code of Conduct for Youth working with Younger Children to the diocesan office at [safe@diocesefwsb.org](mailto:safe@diocesefwsb.org) for this purpose. If you have questions, please contact the diocesan safe environment office.

### **Certification Status:**

The database specialist will input the information to certify (approve) adults in the CMG Connect database for each person. Certification will be assigned after the applicant has completed all items that are requested. Educators and employees will be certified after all items on the ***New Employee Verification Form*** are confirmed. Volunteers will be certified after they complete their safe environment training and background check. The parish/school is responsible to collect applications and photo IDs for applicants as previously noted. The parish/school staff will communicate to applicants when they may begin their employment or volunteer service.

Additional information as to how to use the CMG Connect database is found in the SEC site administrator's guide prepared by CMG. The guide is found on the Resources tab at the CMG website and on the diocesan website at: <http://www.diocesefwsb.org/Parish/School-Coordiators-Resources-And-Forms>. If you have questions, please contact the diocesan safe environment office.