

CMGConnect

ORDINARIATE CHAIR OF ST PETER



The PERSONAL ORDINARIATE
of the CHAIR OF SAINT PETER

Safe Environment: Canadian Parishes
EMPLOYEE/EDUCATORS/CLERGY
CANDIDATES/SEMINARIANS TRAINING

ONLINE Training:
"Safe Haven - It's Up to You"



The PERSONAL ORDINARIATE
of the CHAIR OF SAINT PETER

Safe Environment: Canadian Parishes
VOLUNTEER TRAINING

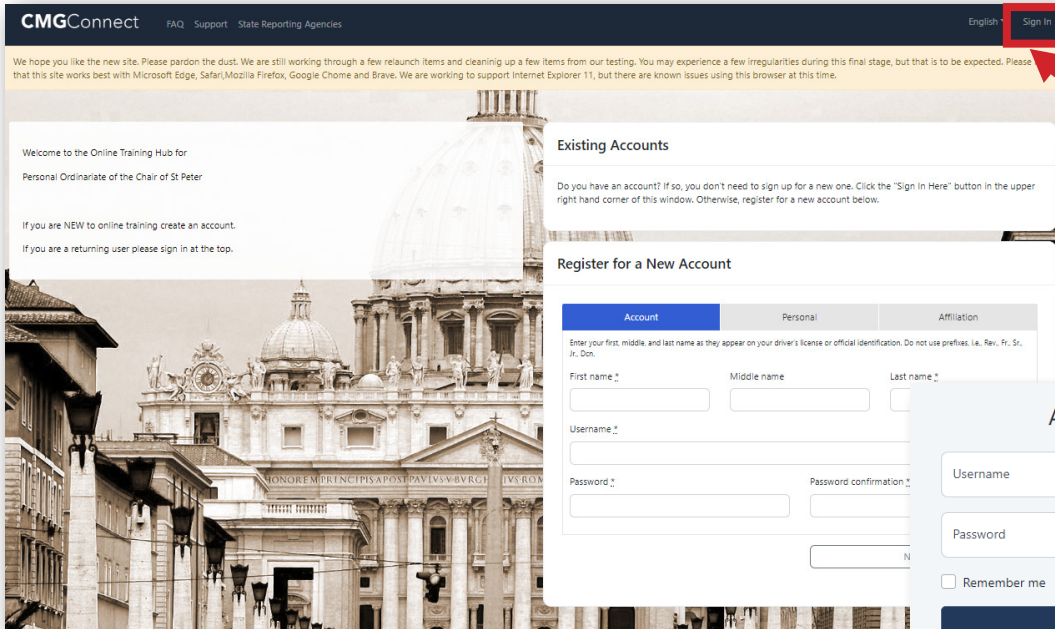
ONLINE Training:
"Safe Haven - It's Up to You"

Online Training Instructions

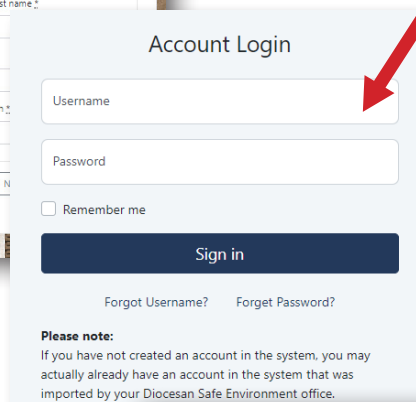
1. Go to <https://personal-ordinariate-of-the-chair-of-st-peter.cmgconnect.org/>
2. **Users with NO previous training:** You will need to create a new account by completing all of the boxes under the **'Register for New Account'** section (address, primary parish, and how you participate).
*To complete the **'Personal'** information, use ON as your state and 55555 as your zipcode. Your selected category will be one of the **'Canadian'** options. If you have questions about which option(s) to select, please contact your safe environment coordinator.*
3. **Users with previous training:** Your historical records have been uploaded to the platform so you can complete the training.
*To access your profile, click on "Sign In Here" in the upper right corner of the page. Use your **VIRTUS username** and enter **1234** for the password. You will be prompted to set a more secure password, then log in with the new credentials. **Please do NOT create a new account.***
4. Click **Start** under your custom Safe Environment Curriculum on your dashboard.
5. You will need to contact your Safe Environment Coordinator to receive instructions on the VSC/Police Check. *You will not be completed with the training until a VSC/Police Check has been completed.*
6. If you have a valid email address associated with your account, you will receive a notification from webmaster@cmgconnect.org upon your approved certification.

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

Last Updated: 12/17/19

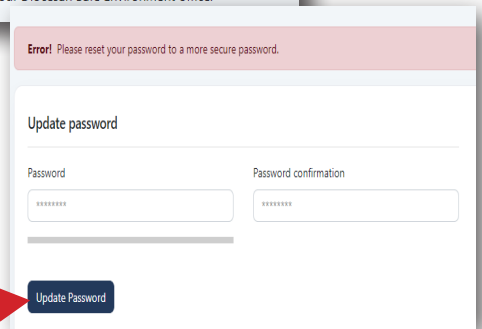


Sign in with your existing account with your **VIRTUS** username and password: **1234**



PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU HAVE TAKEN TRAINING PREVIOUSLY.

- Log in to your existing account by clicking the green **Sign In Here** button in the upper right corner of the landing page. Use your **VIRTUS username** and password **1234** to access your profile.
- For security purposes, you will be prompted to change your password upon logging in. Click **Update Password** to keep your changes, then go to **Sign In Here** again to log in with your new password. *Please contact cmgconnect@catholicmutual.org or click the **Support** button if you need assistance accessing your account.*



- On your main dashboard, locate your customized Required Safe Environment Training and click **Start** to begin.
- Complete all the pages within the training. Each box will be marked as **Done** as you progress. When finished, click **Dashboard**.
- You will need to contact your Safe Environment Coordinator to receive instructions on the VSC/Police Check. *You will not be completed with the training until a VSC/Police Check has been completed.*

