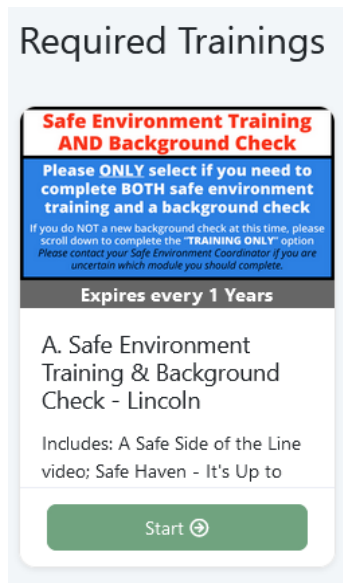


Diocese of Lincoln

Background Screen & Safe Environment Training Instructions (First-Time Login)

1. Go to <https://lincoln.cmgconnect.org/>
2. Click on "Register for a New Account"
3. Enter the required information. The password should be complex and not used on another site.
4. Click "Next Step"
5. Continue to enter the required information.
6. Click "Next"
7. Continue entering required information. Click "Next".
8. Under "Required Trainings", locate this module "Safe Environment Training AND Background Check" and click "Start".



9. Complete all sections of the program (approx. 1 hr. 15 min.).
10. Click the "Dashboard" tab to return to the main training area when you have completed the entire program.
11. Click "Download Certificate" beneath "Safe Environment Program" to save or print your certificate.

NOTE: When signing the agreement for the background check, there are two payment options:

- You choose to pay – please make sure all credit card info is correct and hit "Submit", OR
- You must select the option of "Diocese Pays".

YOU MUST EMAIL OR DELIVER YOUR CERTIFICATE TO THE ST. PETER COORDINATOR AS PROOF OF COMPLETION

Additional Info

- The following browsers and minimum versions are recommended: Google Chrome 46, Apple Safari 9, Microsoft Edge 33, Internet Explorer 10, iOS Safari 9, Mozilla Firefox.
- If you previously completed driver training but cannot sign in or reset your password, contact the Program Administrator at jeff-hohlen@lincolndiocese.org for your login credentials.

HAVING PROBLEMS WITH THE WEBSITE?

Click the "Support" and "FAQ" buttons at the top of the page, or email cmgconnect@catholicmutual.org