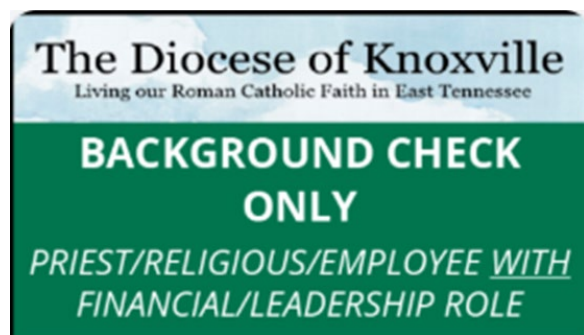
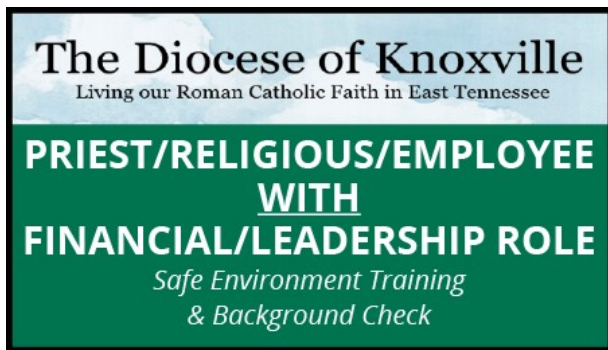


CMG Connect – Diocese of Knoxville

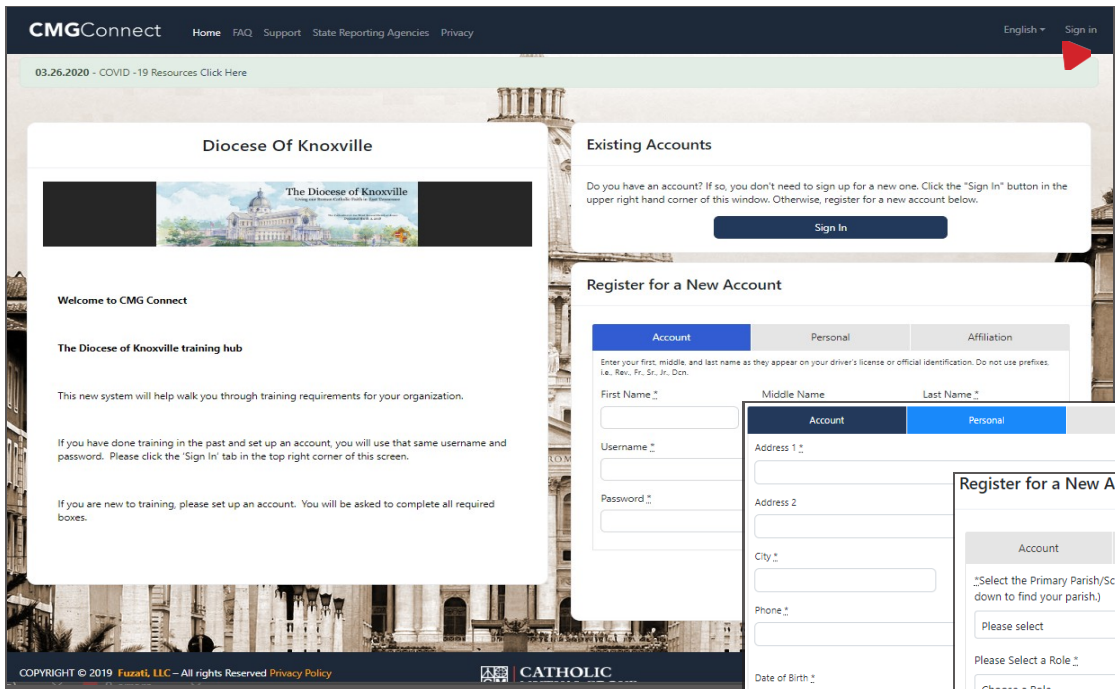


Instructions for employee with financial responsibilities

(Priest, Deacon, Religious, Bookkeeper, Business Manager, Department head, etc.)

Getting Started:

1. Go to <https://Knoxville.cmgconnect.org/>
2. **Existing Users:** Please do not create a new account. If you do not remember your username/password use "Forgot Username/ Forgot Password" or the blue Support button to recover your information.
3. **New Users:** Create a new account by completing all the boxes under the Register for a New Account area. This includes your address, primary parish, and how you participate at your parish or school. If you have questions please contact your parish/school coordinator.
4. Your dashboard will show you the required and optional training curriculums that have been customized for your particular role within the Diocese.
5. Click Start under the under the A. *Safe Environment Curriculum (Priest/Religious/Employee*
6. *WITH FINANCIAL/LEADERSHIP ROLE) - Knoxville* to begin. **NOTE:** If you are an **Employee without financial responsibilities or a Volunteer** you will need to return to the Dashboard to change your category selection by clicking on the 'Edit Profile' tab.
7. If you have **NOT** completed a background check since July 2015, you will need to take curriculum B. Background Check ONLY (Volunteer NO Financial Role). **The curriculum will be marked "Resume" until your background check is processed and reviewed by the Diocese. Processing can take up to 7-10 business days.**



Click **Here** and select "Spanish" to change language settings before creating a new account

- You will progress through ALL three account creation screens, then click "Register" to complete your profile set-up. If you are unsure of which participation category to select, please contact your local safe environment coordinator or the Diocese.
- On your dashboard, click start to open up the Safe Environment training option. NOTE: If you are a volunteer with financial responsibilities (money counter, bookkeeper, etc.) or an Employee you will need to return to the Dashboard to change your category selection by clicking "Edit Profile" tab.
- Progress through the training sections - as you complete each page, it will be marked as done to show that segment is finished.
- If you have NOT completed a background check since July 2015, you will need to take curriculum V. Background Check Only (Priest/Religious/Employee With Financial/Leadership Role).
- The curriculum will show Resume on your training dashboard until AFTER your background check details are processed and your certification is approved by the Diocese. **Note:** Background check processing can take up to 7-10 business days.
- Once you have been certified, a completion certificate will be available under the finished module on your dashboard. Click the gray **Print Certificate** button to access.

