

CMGConnect

Archdiocese of Omaha—Safe Environment Training

Recertification Instructions

Recertification:

1. Please read the instructions below. This document contains instructions for recertification. The screen prints are samples only – these will help with becoming properly certified, verify background check authorization, and will assist in accessing your requirements.
2. Select Safe Environment Training by going to <http://archomaha.org/> and click Recertification Training.

Recertification Training

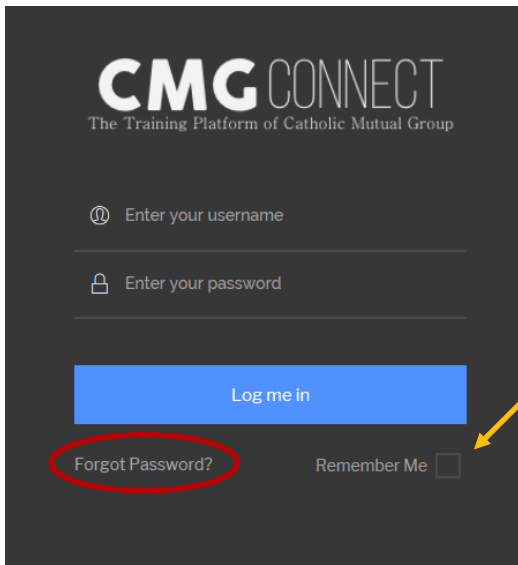
If your certification is nearing expiration or your certification has lapsed less than a year, you can conveniently get recertified. This online recertification program certifies you for another five years. There is a one-year grace period from the expiration date during which you may be recertified using this shortened, video recertification process. After the one-year grace period, you must start the certification training over from the beginning.

- [Safe Environment recertification instructions](#)

3. Or go to <https://omaha.CMGConnect.org> and at the top right hand corner of your screen, please login with your previous username and password. If you cannot remember your username and password, please click the FAQ or the Support tab for additional information.

The screenshot shows the CMGConnect website interface. At the top, there is a blue navigation bar with the CMG CONNECT logo on the left and links for Omaha, FAQ, Support, Language - en, and Sign In on the right. A red arrow points to the Sign In link. Below the navigation bar, there is a main content area with a dark background on the left containing text about training requirements and account creation. On the right, there is a white form titled 'Account' with tabs for Personal and Affiliation. The form contains fields for First name, Middle name, Last name, Username, Password, and Password confirmation, along with a 'Next Step >' button. A green question mark icon is visible in the bottom right corner of the page.

4. Login using the same username and password you had in the previous system. If you have forgotten your username or password, click on *Forgot Password*.



Security Warning:
Checking the “Remember Me” box will save your information in your browser. If you are using a public computer, checking this box will allow others to access your account on your computer.

5. After successfully signing-in for the first time, you will be asked to edit your profile. (All fields with a red asterisk [*] are required). Once completed, press “Save” at the bottom of the screen to be redirected to your *Dashboard*.



Warning! Please update your profile to ensure that the system provides you with the correct trainings and certifications. If you have any questions, please contact Catholic Mutual Group.

* First name	Middle name	* Last name	* I participate as a/an (select all that apply):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Clergy/Religious
* Address 1	Address 2		<input type="checkbox"/> Employee
<input type="text"/>	<input type="text"/>		<input type="checkbox"/> Volunteer
* City	* State	* Zipcode	
<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	
* Phone	Date of Birth		
<input type="text"/>	<input type="text"/>		
Email			
<input type="text"/>			
Password	Password confirmation		
<input type="text" value="*****"/>	<input type="text" value="*****"/>		
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>		

Note:

If it does not take you directly to your Dashboard, you can click “Dashboard” at the top left hand corner of your screen. If you changed your password, it will take you back to the sign-in screen (above), to re-enter your username and new password.

6. Your Dashboard will list required training curriculums you must complete to satisfy the Safe Environment Program and/or optional trainings.

Required Trainings

RECERTIFICATION ONLY - Safe Environment
5 Years

Defensive Driving Curriculum
Never Expires

A 20 minute training video on safe driving.

Click **Start Curriculum**

Note: Since this is not your first time taking Safe Environment Training you will need to select the training(s) named:

**“RECERTIFICATION ONLY
Safe Environment”
and
“Defensive Driving Curriculum”**
**If applicable with your parish/school*

7. You must complete **all** sections within your required curriculum. To get to the next page, you will select your USCCB Role and click “Submit Answers” and it will automatically push you to the next page, “*Safe Haven—It’s Up to You 1*”.

Training Overview
Training information and results

USCCB Role
Question/Answer Page Progress

Safe Haven - It's Up to You 1 (English)
Video Page

Safe Haven Questions 1
Question/Answer Page

Safe Haven - It's Up to You 2 (English)
Video Page

Safe Haven Questions 2
Question/Answer Page

Safe Haven - It's Up to You 3 (English)
Video Page

Safe Haven Questions 3
Question/Answer Page

Arch/Diocesan Code of Conduct
Read and Sign Page

Acknowledgement Questions
Question/Answer Page

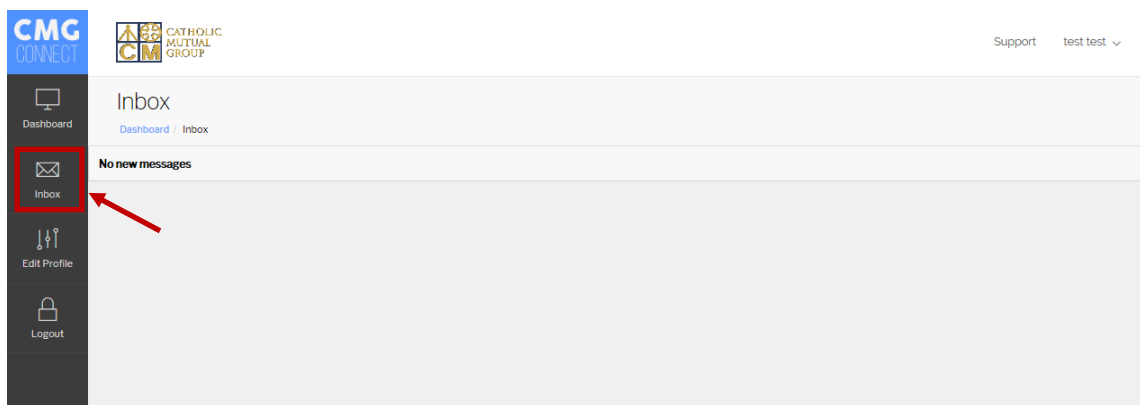
USCCB Role

I participate in this role (select one):

- Volunteer
- Employee
- Priest
- Educator
- Deacon
- Candidate for Ordination

Submit Answers

8. When **Done** appears on the lower right-hand corner of your training pages, you will automatically be advanced to the next training module.
9. Once you have submitted your background check for review, the Archdiocese will review your account information and continue to process your certification. You will receive an email notification along with a system message when the entire process is complete. Please allow 7-10 business days for the background check processing and certification status.
10. The platform also offers a system inbox. Any automated messages that the system has sent to an email (if applicable) can also be retrieved here.



The Archdiocese requires safe environment certification and background check processing every 5 years. End-users will be notified via email (and system inbox) 60 days before the expiration date for recertification. Recertification requirements include: *Safe Haven—It's Up to You* video, Code of Conduct, Acknowledgement Questions, and Background Check. The new curriculum will be available in your account 60 days prior to expiration.

For technical assistance, please click the *Support Tab* at the top of your screen.

You will be asked to further describe your issue so someone can assist you.