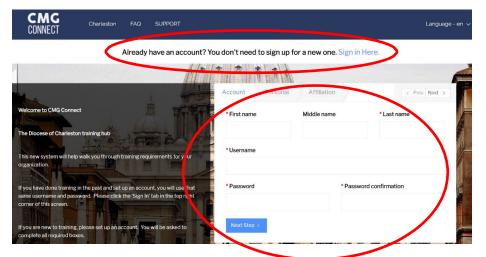# *Catholic Social Services*
Safe Environment Training and
Background Check Instructions

1. *Go to* https://CMGconnect.org.
2. *FIND YOUR DIOCESE:* **Select Lincoln-Catholic Social Services click Go;**
3. *Fill out Form ;be sure to select Catholic Soc.Serv; Volunteer and Volunteer*

4. *Click "Start Curriculum" in "Safe Environment Program" under "Required Trainings".*
5. *Complete all sections of the program (approx. 1 hr, 20 min). On last page of Training you will submit your Background Check request. Read authorization and fill in all required fields.*
6. *The Training will remain "In Progress" until your background check is processed and reviewed by Coordinator. Please allow 7-10 business days for results.*
7. *Click "Download Certificate" once certified by returning to the training dashboard.*

8. *YOU MUST EMAIL YOUR COORDINATOR AS PROOF OF COMPLETION.*

Coordinator Email Address: areiling@cssisus.org

The following browsers and minimum versions are recommended: Google Chrome 46, Mozilla Firefox 30, Apple Safari 9, Microsoft Edge 33, Internet Explorer 10, iOS Safari 9.

For more information click the "Support" and "FAQ" buttons at the top of the page, or email cmgconnect@catholicmutual.org.