# Diocese of Lincoln
## Safe Environment Training Instructions
## First time login

1. Go to https://lincoln.cmgconnect.org/

2. You may need to scroll down to see "Register for a New Account"
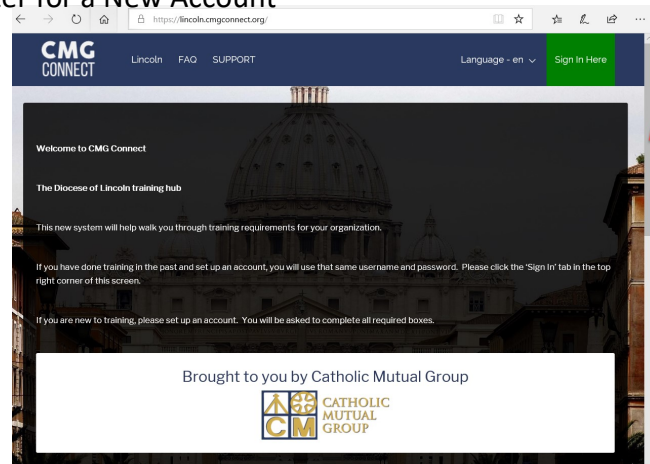
3. Enter the required information. The password should be complex and not used on another site.

4. Click "Next Step"

5. Continue to enter the required information.

6. Click "Next"

7. Continue entering required information. Click next.

8. Click "Start Curriculum" in **Safe Environment Training & Background Check—Lincoln** under "Required Training Curriculums".

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.

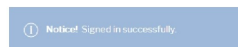11. Click "Download Certificate" beneath "Safe Environment Program" to save or print your certificate.

**NOTE: When signing the agreement for the background check, there are two payment options:**
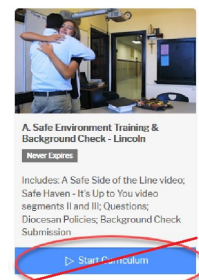
∗ **You choose to pay: please make sure all credit card info is correct and hit submit**
**Or**
∗ **You must select the option of *Diocese pays*.**

# Safe Environment Training Instructions Alternate

1. Go to https://lincoln.cmgconnect.org/ > Log in

2. If you do not need both safe environment training and background check, skip the "Required Training" choice

3. Scroll down to "Optional Training Curriculums" (Use yellow arrow to scroll right)

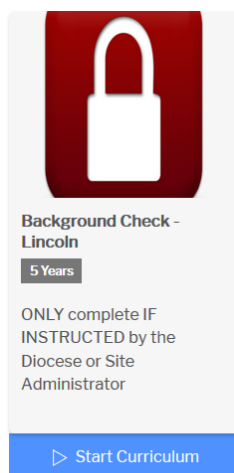4. Choose **Background Check—Lincoln**        Or **Safe Environment Training Videos ONLY—Lincoln**

> NOTE:  When signing the agreement for the background check, there are two payment options:
>
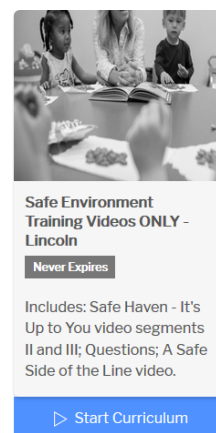> ∗ You choose to pay:  please make sure all credit card info is correct and hit submit
> Or
> ∗ You must select the option of *Diocese pays*.

5. Click the "Dashboard" tab to return to the main training area when you have completed the entire program.

6. Click "Download Certificate" beneath "Safe Environment Program"  to save or print your certificate.

# YOU MUST EMAIL OR DELIVER YOUR CERTIFICATE TO YOUR COORDINATOR AS PROOF OF COMPLETION.

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

† 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**