

DIOCESE OF SPRINGFIELD IN ILLINOIS



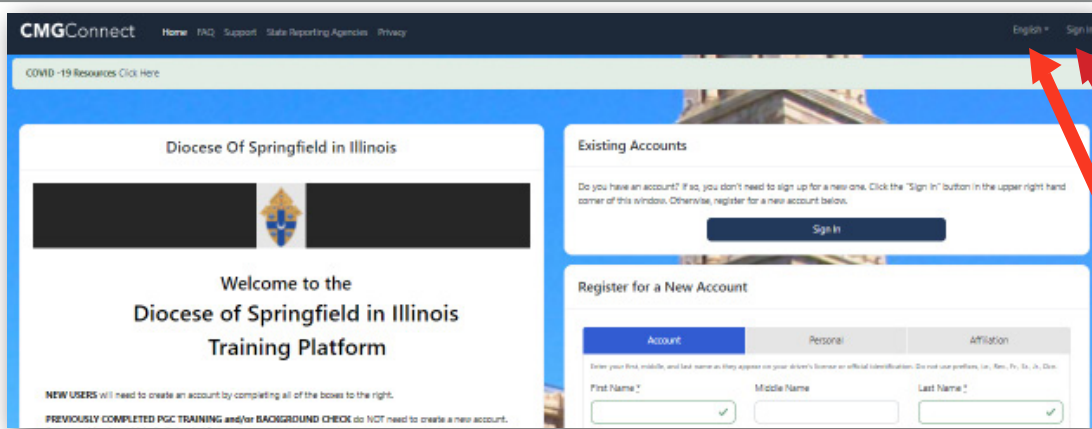
SEXUAL HARASSMENT TRAINING ESTABLISHED ACCOUNT

Getting Started:

1. Go to <https://SpringfieldIL.cmgconnect.org/>. **Please do not create a new account**—your information has been historically uploaded to the system.
2. Click the “Sign In” button in the upper right corner of the page and use the username format of **firstname.lastname.spfld** with the password: **1234** You will be prompted to update to a more secure password upon clicking “Log In.” Once the new password is saved, return to the sign-in page to access your account with your updated credentials.
3. Scroll down on your training dashboard under *Optional Training*.
4. Click **Start** to open the **Sexual Harassment Training - FOR EMPLOYEES ONLY** option.
5. For assistance, please click the "Support" button on the bottom right of the CMG screen.



Please contact cmgconnect@catholicmutual.org
if you need assistance accessing your account.
Last Updated: 05/04/22



Click **Sign In** to log in with username format **firstname.lastname.spfld** and password 1234.

Select 'Language - ES' to create an account in Spanish

PLEASE DO NOT CREATE A NEW ACCOUNT

- Click "Sign In" to log in and use the username format of **firstname.lastname.sp Id** with the password: **1234**
 - Click the curriculum titled: **Sexual Harassment Training - FOR EMPLOYEES ONLY** training option.
 - Click **Start** to open up the module to submit your background check.
 - After you are certified, you can log in to your account to access your completion certificate. Click the gray **Print Certificate** button under the Safe Environment curriculum.
- NOTE:** *If you have a valid email address on your account, you will receive a system message when approved.*



Complete ✓

Print Certificate 🖨