

Diocese of Salt Lake City

CMGConnect

Safe Environment Certification

New User Account Creation Instructions

1. Select the following link: <https://saltlakecity.cmgconnect.org>
2. Under “Register for a New Account”:
 - **Account:** Name, Username and Secure Password
 - **Personal:** Address, City, State, Zip Code, Phone, Email, and Date of Birth
 - **Affiliation:**
 - Primary Parish/School/Organization (*volunteering or working*): ***Saint John the Baptist Elementary School – Draper***
 - Role (*select one*): ***Volunteer***
 - Participate (*select only one (a-m)*): ***d. Volunteer Curriculum (over 18)***
3. Select [Register My Account](#)
4. Complete **Required** Training
5. Print [Certificate of Completion](#) (available 24 to 72 hours after completion of training)
 - Repeat Step 1
 - Select **Sign In Here** (upper right corner of screen)
 - Type: [Username](#), press Enter
 - Type: [Password](#)
 - Select [Log Me In](#)
 - Select **Download Certificate:** (*option to download or print*)