

CMGConnect

Salt Lake City—User Account Creation Instructions

Self-Register: Create an Account: YOUTH MINORS

To bypass instructions, please click [here](#).

If you have an existing account and have completed the training through CMG Connect in the past, an account already exists, click **“Sign-In Here”**. **GO TO STEP 2 TO CREATE A NEW ACCOUNT**. Please login with your previously-created account username and password. If you cannot remember your username and password, click the FAQ or the Support tab for additional information, or Forgot Password? in the **“Sign-In Here”** area. To change the language, click on Language.

The screen prints below are only samples to help during your account set-up. Your Diocesan images may change with future customization.

Sign In Here ONLY if you already have an existing account



- To create a NEW ACCOUNT**, complete all of the information in the next several screens. The first screen, labeled Account requires your first and last name, *optional middle name*, username and password. Click **“Next Step”**.

Account Personal Affiliation < Prev Next >

* First name Middle name * Last name

* Username

* Password * Password confirmation

This field is required.

Next Step >

3. The next screen entitled Personal requires your home address (no PO Box), phone number, email and date of birth. Please provide your email address so you are able to receive certification updates and upcoming expiration notices. Click “Next Step”.

4. The final screen entitled Affiliation is the selection of the primary (parish, school or organization) most applicable to where you are volunteering or working. Scroll through the dropdown list or type in location.

It is **important** to select the correct volunteering or working location, so the background check fee (if applicable) is charged to the volunteering or working location of participation. Please carefully review the dropdown list and confirm your location selection is correct.

5. Please select the USCCB role (**VOLUNTEER** or **EMPLOYEE**) from the drop down list.

6. Next you will select how you participate with your parish, school or organization . Please select **YOUTH MINORS**. This allows the platform to automatically assign the training that the Diocese requires for the participation role. Click “Register My Account”.

- *I participate as a/an:
- CCS-Catholic Community Services (Employee/Volunteer)
 - Cup II (Safety Training)
 - Catechist / Discipleship Leader
 - Clergy / Religious
 - EM II / Vulnerable Adults Visiting Ministry
 - Employee
 - Hill AFB (Employee/Volunteer)
 - Money Handler (Parish Offerings)
 - Teacher (Licensed w/State)
 - Teacher (Non-License)
 - Volunteer
 - Youth Minors (training course for children ages 11 to 17 who volunteer with other children). This course does not apply to adult volunteers.**

7. Once you have completed the registration process, you will see your required Safe Environment (SE) Curriculum. The SE Curriculum entitled **Youth Minors (training course for children ages 11 to 17 who volunteer with other children). This course does not apply to adult volunteers.**

8. All sections must be completed within your required curriculum to get full credit. A Certificate of Completion will be available for download or print. Return to trainings and click on *Download Certificate*.

Required Trainings




Youth Minors (training course for minors between ages 11 to 17 who volunteer with other children). This course does not apply to adult volunteers - SLC

Never Expires

Youth Minors (training course for minors between ages 11 to 17 who volunteer with other children). This course does not apply to adult volunteers - SLC

In Progress



Youth Minors (training course for minors between ages 11 to 17 who volunteer with other children). This course does not apply to adult volunteers - SLC

Never Expires

Youth Minors (training course for minors between ages 11 to 17 who volunteer with other children). This course does not apply to adult volunteers - SLC

Completed

Download Certificate