Rev. May 2017



## Salt Lake City—User Account Creation Instructions

## Self-Register: Create an Account: YOUTH MINORS

To bypass instructions, please click here.

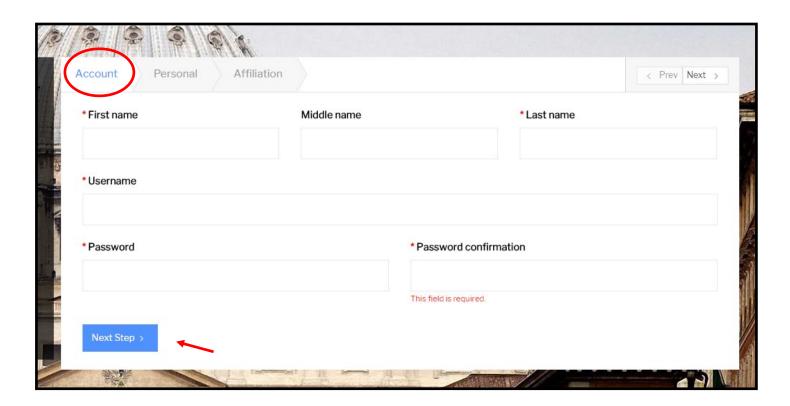
If you have an existing account and have completed the training through CMG Connect in the past, an account already exists, click "Sign-In Here". GO TO STEP 2 TO CREATE A NEW ACCOUNT. Please login with your previously-created account username and password. If you cannot remember your username and password, 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.

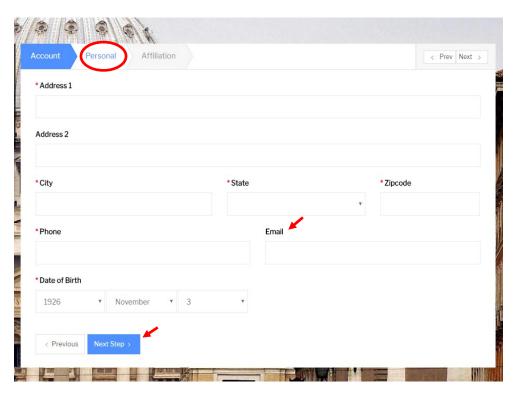
Sign In Here ONLY if you already have an existing account



2. **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".



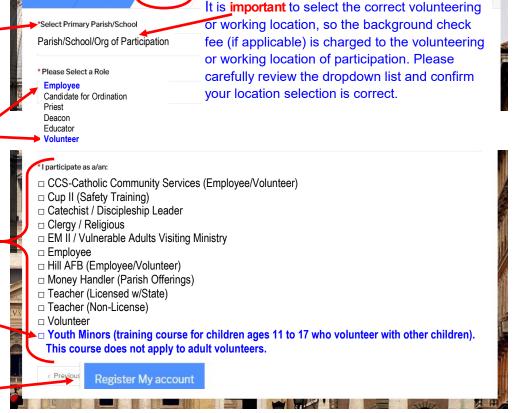
 The next screen entitled Personal requires your home address (no PO Box), phone number, email and date of birth. Please provide your email address so you are able to receive certification updates and upcoming expiration notices. Click "Next Step".



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Affiliation

- 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.
- 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".



- 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*.





course does not apply to adult