

## Diocese of Colorado Springs

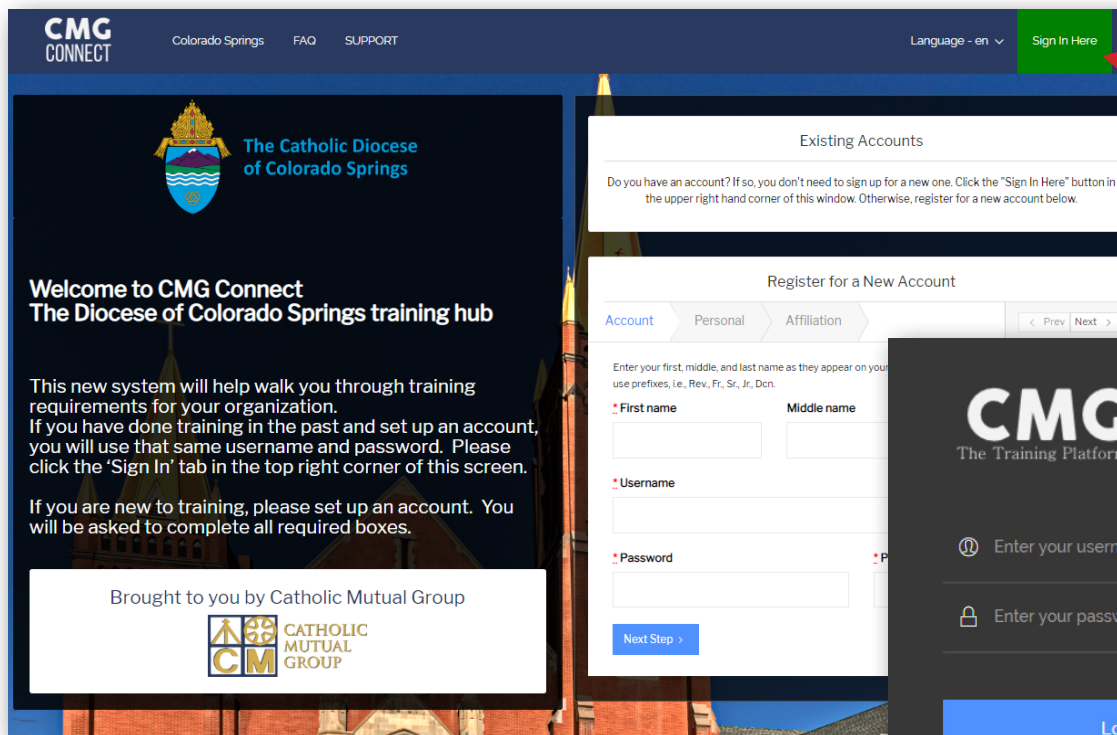
### 5 Year Background Check Renewal

#### Getting Started:

1. Go to <https://ColoradoSprings.cmgconnect.org/> and click the green 'Sign In' at the top right corner. Your username may be your email address OR a combination of: **FirstName.LastName.docs** (Example: *Susan.Smith.docs*) with the password **safe**.
2. Your dashboard will show you the required and optional training curriculums that have been customized for your particular role within the Diocese.
3. Scroll down under the Optional Training Curriculums heading.
4. Click **Start Curriculum** for *Five Year Background Check Renewal - Colorado Springs*.  
*You do **not** need to open/complete the Foundational Training curriculum.*
5. On the last page of the curriculum, submit your background check information. Please enter your name as listed on your government issued identification.  
*NOTE: The curriculum will remain "In Progress" until your background check is processed and reviewed by the diocese. This may take up to 7-10 business days.*
6. If needed, you can access your completion certificate after you are certified by returning to the training dashboard and clicking **Download Certificate**.

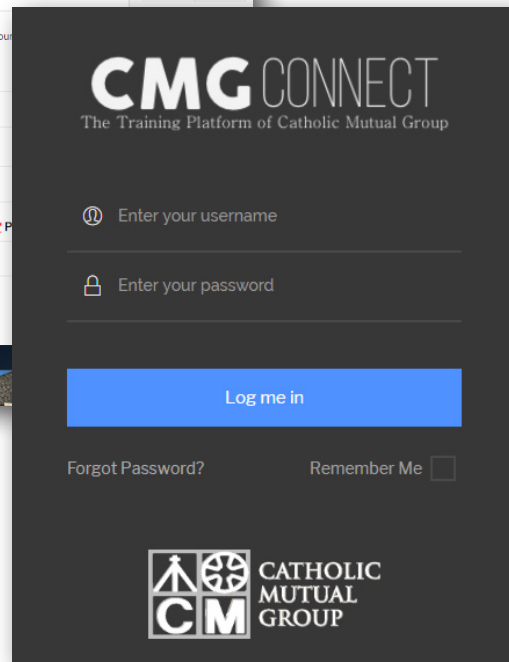
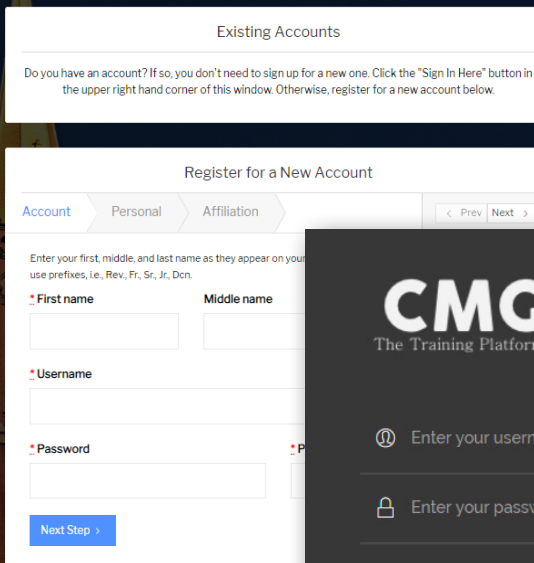


For more information, please use your FAQ or Support tab at the top of the screen.



Click here to Sign in.

**Please do not create a new account.**



- You already have an account. Log in using the format shown below OR your email address.

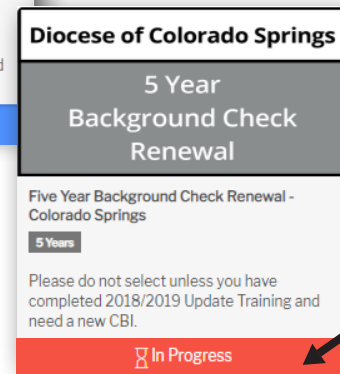
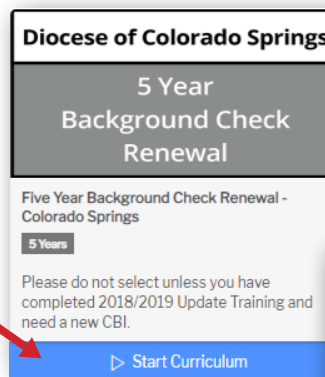
**Username:** FirstName.LastName.docx

**Password:** safe

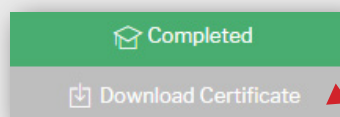
*If your login does not work, please contact [cmgconnect@catholicmutual.org](mailto:cmgconnect@catholicmutual.org)*

- On your main dashboard, scroll down and click **Start Curriculum** to open up the *Five Year Background Check Renewal* curriculum

- Your curriculum will show as **In Progress** on the training dashboard until your background check is processed and approved by your PSEC.



- Once you have been certified, access your completion certificate by clicking the gray **Download Certificate** button under the Completed curriculum on your dashboard.



<https://ColoradoSprings.CMGconnect.org/>