

The SAFE ENVIRONMENT PROGRAM DATABASE at Catholic Mutual Group Website  
(<https://fortwaynesouthbend.cmgconnect.org/>)

*For use by Safe Environment Coordinators for maintaining information on adults' background checks and safe environment training*

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Each SEC logs in with a user name and password at:  
<https://fortwaynesouthbend.cmgconnect.org/>

User names are assigned by the diocesan SEC.

Each safe environment coordinator is known as a site administrator on the CMG website. Your site is the parish, school or diocesan office for which you serve as an SEC. At the CMG site, you can access and input data for your employees, educators, and volunteers. You may see all data for all adults in the diocese.

Each new adult will create a user account for himself or herself at CMG Connect Website. The adult is to assign his account to your site, choose his USCCB role, and choose how she participates in the diocese. If all these steps are done correctly, you will see the data, and the correct training modules will be assigned to this adult. You can edit these choices if they are made incorrectly. The adult "user" can also "Edit Profile" if she makes incorrect choices.

Once the adult is located at the correct site and the assigned training curriculum is completed, it will appear in the box labelled "CMG Connect Training Activity." You can see which training modules are completed, how much of each one is completed and the date of completion.

After you receive the completed background check results from Barada Associates, Inc. then you should enter information in the box labeled, Background Check Status. For each adult, you will enter the date the background check is completed, the type of background check, and the provider (Barada). You can also add 'Notes' that are important, such as conviction found, driving restricted, or some other important item. You can upload a copy of the PDF results of the background check also.

Finally, after the applicant has returned all items that you requested, e.g. the application, a copy of ID, and has completed the assigned training curriculum, and you have entered the completed background check information, you should certify the adult. Use the box labelled, Certification Status. Enter the date that you are certifying the person (this is usually when the background check is completed, but may be another date), the status as YES and any notes that may be important.

Consult the SEC site admin guide prepared by CMG for additional important information as to how to maintain the data at the CMG Connect site. The guide is found on the Resources tab at the CMG website.