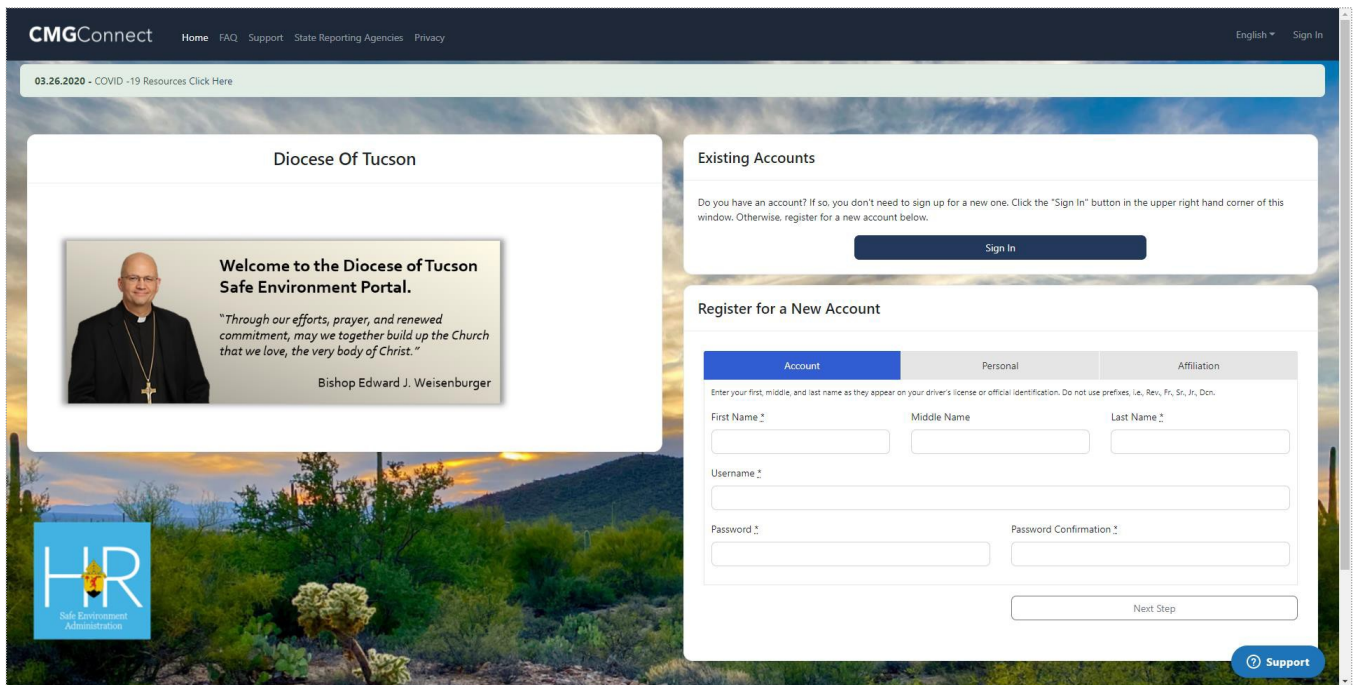


## Registering for an Account as a Current High-Level Volunteer

This guide will help an existing, cleared, and active high-level volunteer perform the steps necessary to complete the Safe Environment Administration registration process including Account, Personal, and Affiliation details, Training forums and Backgrounds.

### ACCESSING THE 3-IN-1 TOOL



- 1 Go to <https://tucson.cmgconnect.org/>

*The Diocese of Tucson's landing page will display.*

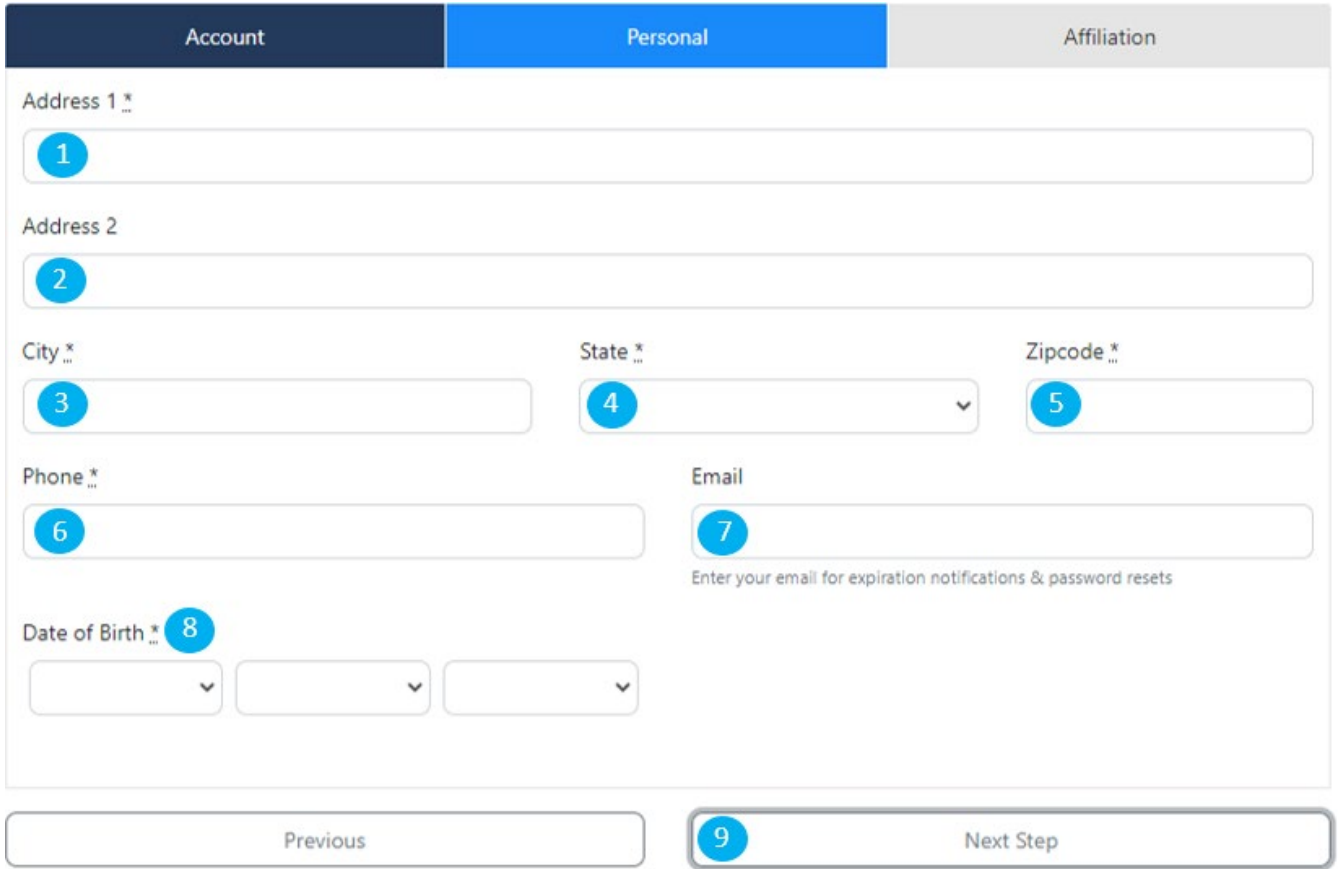
## ACCOUNT

Account	Personal	Affiliation
Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Fr., Sr., Jr., Dcn.		
First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Username *		
<input type="text"/>		
Password *	Password Confirmation *	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Next Step"/>		

- 1 Click the '**First Name\***' box, type your legal, first name. *This information is required.*
- 2 Click the '**Middle Name**' box, type your legal, middle name. *This information is optional.*
- 3 Click the '**Last Name\***' box, type your legal, last name. *This information is required.*
- 4 Click the '**Username\***' box type a username of your choosing. *This information is required.*
- 5 Click the '**Password\***' box, type a password of your choosing. *This information is required.*
- 6 Click the '**Password Confirmation\***' box, re-type your password. *This information is required.*
- 7 Click the '**Next Step**' button.

*The Personal page will display.*

## PERSONAL



The screenshot shows a web form with three tabs: 'Account', 'Personal', and 'Affiliation'. The 'Personal' tab is active. The form contains the following fields:


- Address 1 \***: A text input field with a blue circle '1' on the left.
- Address 2**: A text input field with a blue circle '2' on the left.
- City \***: A text input field with a blue circle '3' on the left.
- State \***: A dropdown menu with a blue circle '4' on the left.
- Zipcode \***: A text input field with a blue circle '5' on the left.
- Phone \***: A text input field with a blue circle '6' on the left.
- Email**: A text input field with a blue circle '7' on the left. Below it is the text: "Enter your email for expiration notifications & password resets".
- Date of Birth \***: Three dropdown menus with a blue circle '8' on the left.

At the bottom of the form are two buttons: 'Previous' and 'Next Step'. The 'Next Step' button has a blue circle '9' on its left side.

- 1 Click the '**Address 1\***' box, type in your mailing address. *This information is required.*
- 2 Click the '**Address 2\***' box, type in the second line of your mailing address. *This information is optional.*
- 3 Click the '**City\***' box, type in your mailing address' city. *This information is required.*
- 4 Click the '**State\***' box type in your mailing address' state. *This information is required.*
- 5 Click the '**Zipcode\***' box, type in your mailing address' zip code. *This information is required.*
- 6 Click the '**Phone\***' box, type in your phone number. *This information is required.*
- 7 Click the '**Email**' box, type in your email address. *This information is optional.*
- 8 Click the '**Date of Birth\***' boxes, click the drop-down menu button ▼ to select your birth month, day, and year. *All three dates are required*
- 9 Click the '**Next Step**' button.

*The Affiliation page will display.*

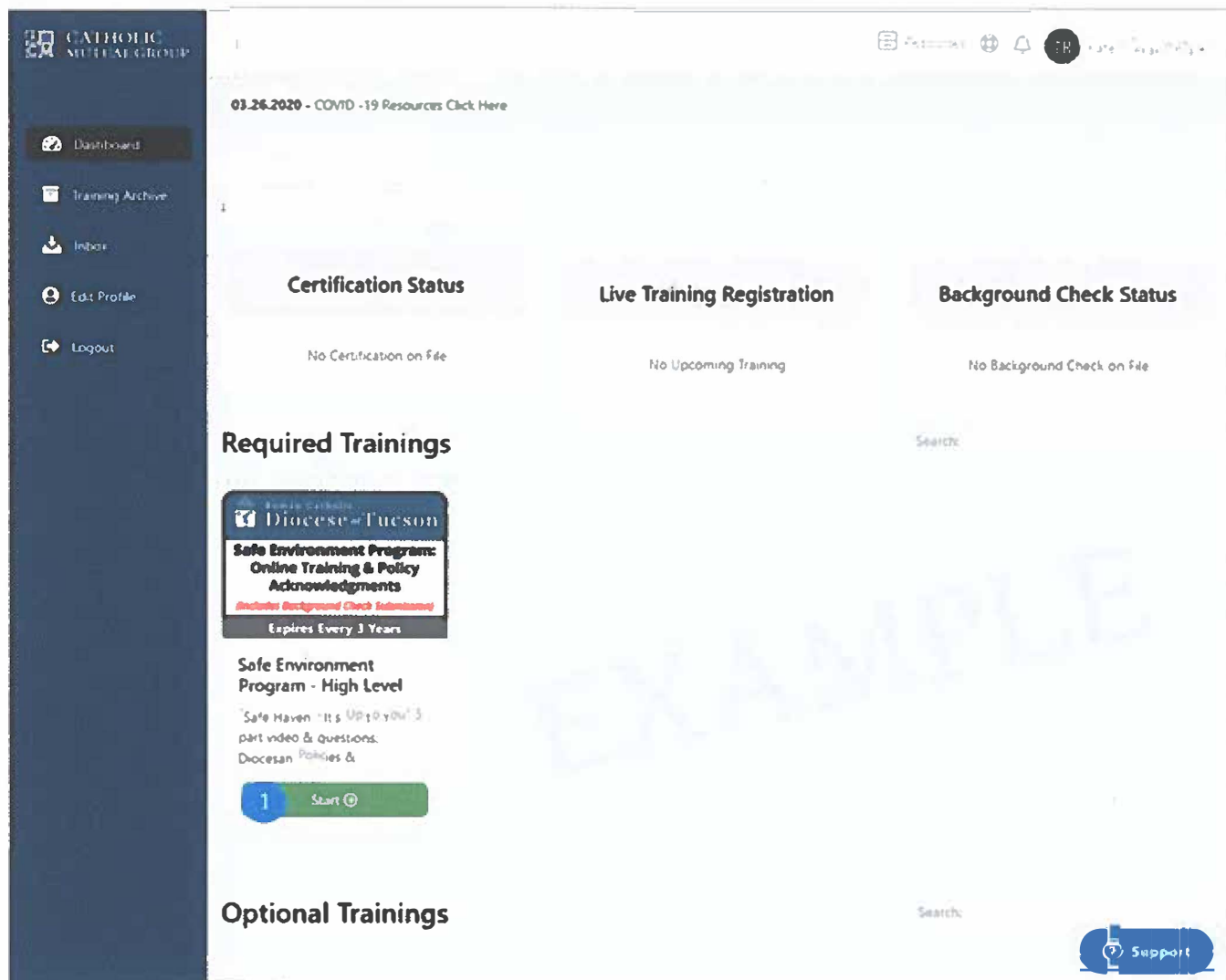
## AFFILIATION

Account	Personal	Affiliation
*Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)		
<input type="text" value="Please select"/>		1 ▾
Please Select a Role *		
<input type="text" value="Choose a Role"/>		2 ▾
I participate as a/an: *		
<input type="checkbox"/> a. Priest		
<input type="checkbox"/> b. Deacon		
<input type="checkbox"/> c. Religious Brother / Religious Sister		
<input type="checkbox"/> d. Seminarian		
<input type="checkbox"/> e. Employee		
<input type="checkbox"/> f. Volunteer: Low Level		
<input checked="" type="checkbox"/> g. Volunteer: High Level 3		
<input type="checkbox"/> h. Employee UNDER AGE 18		
<input type="checkbox"/> i. Volunteer UNDER AGE 18		
<input type="checkbox"/> j. Board / Council / Committee Member		
<input type="checkbox"/> I'm not a robot 4		 reCAPTCHA Privacy - Terms
<input type="button" value="Previous"/>		5 <input type="button" value="Register"/>

- 1 Click the drop-down menu button ▾ and select the Primary Parish/School for which you are registering to volunteer. *This information is required*
- 2 Click the drop-down menu button ▾ and select '**Volunteer**'. *This information is required*
- 3 Click in the '**g. Volunteer: High Level**' check box. *This information is required*
- 4 Click in the '**I'm not a robot**' checkbox. *This step is required.*
- 5 Click the green '**Register**' button.

*Your personalized CMG dashboard page will display.*

## DASHBOARD



The screenshot shows a user dashboard for Catholic Mutual Group. The left sidebar contains navigation links: Dashboard, Training Archive, Inbox, Edit Profile, and Logout. The main content area is titled '03-26-2020 - COVID -19 Resources Click Here' and features three status cards: 'Certification Status' (No Certification on file), 'Live Training Registration' (No Upcoming Training), and 'Background Check Status' (No Background Check on file). Below these is a 'Required Trainings' section with a search bar and a card for 'Diocese of Tucson Safe Environment Program: Online Training & Policy Acknowledgments'. This card includes a 'Start' button with a '1' icon. An 'Optional Trainings' section is also visible at the bottom.

- 1 Click the green **'Start' button.**

*The Safe Environment Program – High Level page will display  
• End of Guide •*

### **Next Quick Reference Guide:**

**Completing Online Training, Policy Acknowledgments & Background Check Submission as a Cleared & Active High- Level Volunteer**