

# CMGConnect

## DIOCESE OF SPRINGFIELD IN ILLINOIS



### ***End User Instructions***

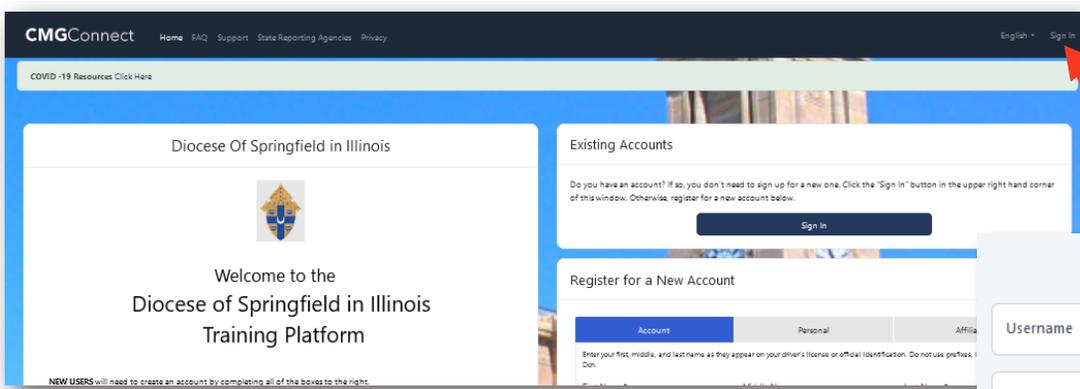
1. Go to <https://SpringfieldIL.cmgconnect.org>. **Please do not create a new account**—your information has been historically uploaded to the system.
2. Click the “Sign In” button in the upper right corner of the page and use the username format of **firstname.lastname.spfld** with the password: **1234**

You will be prompted to update to a more secure password upon clicking “Log In.” Once the new password is saved, return to the sign-in page to access your account with your updated credentials.

3. Click **Start** to open the **A. Background Check ONLY - Diocese of Springfield in Illinois** option.
4. Within the curriculum, you will be provided with the DCFS Form to be completed and sent to [safeenvironment@dio.org](mailto:safeenvironment@dio.org). **You MUST complete this form in ADDITION to your online background check submission to meet safe environment compliance.**
5. Submit your details on the Background Check page. Please enter your name as listed on your government issued identification.  
**NOTE:** The module will show as **Resume** until your background check is processed and reviewed by the archdiocese. This can take up to 7-10 business days.

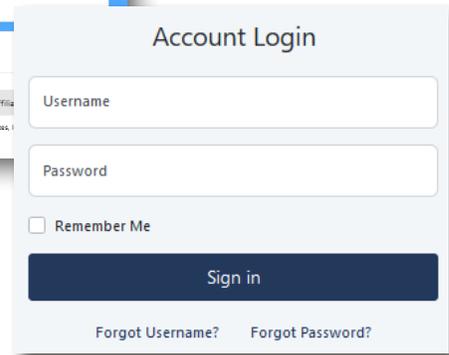
Please contact [cmgconnect@catholicmutual.org](mailto:cmgconnect@catholicmutual.org) or click  if you need assistance accessing your account.

Last Updated: 06/16/22



Click **Sign In** to log in with username format **firstname.lastname.spfld** and password **1234**

**PLEASE DO NOT CREATE A NEW ACCOUNT**



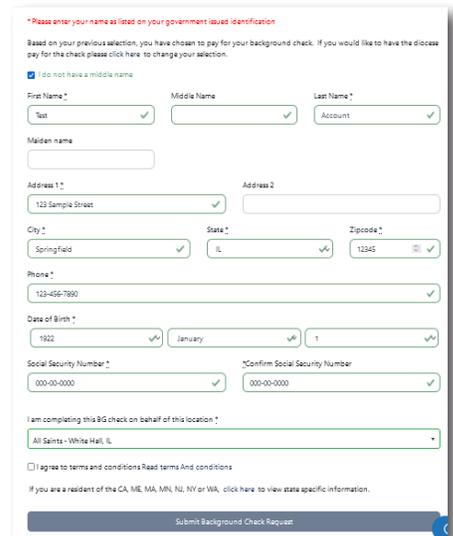
- Click "Sign In" to log in and use the username format of **firstname.lastname.spfld** (ex: Jon.Doe.spfld) with the password **1234**. You will be asked to set a new password.

- Click **Start** to open up the module titled: **A. Background Check ONLY - Diocese of Springfield in Illinois** to submit your online background check. **NOTE: This curriculum does NOT include safe environment training.**



- Instructions for completing the DCFS authorization form are • Instructions for fulfilling your Fingerprint screening requirements and the DCFS authorization form are provided within the curriculum. The authorization form **must** be completed and sent to [safeenvironment@dio.org](mailto:safeenvironment@dio.org).

- Enter your background check details on the Background Check Submission page. Make sure ALL details are accurate before clicking **"Submit Background Check Request"**. Please enter your name as listed on your government issued identification.



- The curriculum will show **Resume** on your training dashboard until AFTER your background check details are processed and your certification is approved by the Diocese. **NOTE: Background check processing can take up to 7-10 business days.**

- Once you have been certified, a completion certificate will be available under the finished module on your dashboard. Click the gray **Print Certificate** button to access.

**NOTE: If you have a valid email address on your account, you will receive a system message when approved.**

