

**Do you volunteer with us at the Cathedral? We appreciate YOU!**

**It's that time of the year to renew your Safe Environment training!**

No matter when you took your foundation class or your renewal training last year, all trainings and certifications expire on July 1<sup>st</sup> each year. This means your Safe Environment Certification is expired until you take the online renewal class.

The training is online and takes less than 30 minutes to complete. You will need the username and password that you created last year to log into the CMG website.

Follow the steps below:

1. Go to [phoenix.cmgconnect.org](http://phoenix.cmgconnect.org)
2. Click on "Sign In" under existing accounts
3. Enter your username and password
  - ***If you forgot your username or password, click on forgot user name or password and you will receive an email to reset them.***
  - Once you have logged in to your account scroll down to the Required Trainings Section You **ONLY** need to take Safe Environment Training Safe Haven-Part3 ONLINE RENEWAL for Lay Persons.



4. Select Start Training and go through each section. Read and acknowledge all forms and watch the video.
5. Once you have done this when you are back to your Dashboard on the website this training should be marked as **COMPLETE**. ***If it is marked "In Progress" or "Incomplete" click back on the training and make sure you have acknowledged all forms and each section says "Done" on the left-hand side of your screen.***

*This renewal training is online only; we will not be having an in-person renewal training. You can complete the training on a computer, tablet, or a smartphone. Please contact Betty Montes at [bmontes@simonjude.org](mailto:bmontes@simonjude.org) or call the parish office.*