

CMGConnect

DIOCESE OF SAN DIEGO



Sexual Harassment Training

Instructions:

1. Go to <https://sandiego.cmgconnect.org/> to complete your online sexual harassment curriculum.
 - A. If you already have an account then login with the your username and password
 - B. New users will need to create an account
 - i. *If you work at more than 1 location be sure to select your primary location from the drop down menu.*

The screenshot shows the CMG Connect website interface. At the top, there is a navigation bar with 'San Diego', 'FAQ', and 'SUPPORT' links, along with a 'Language - en' dropdown and a 'Sign In Here' button. Below the navigation bar, there is a 'Welcome to CMG Connect' section with a brief description of the system. To the right, there are two main sections: 'Existing Accounts' and 'Register for a New Account'. The 'Existing Accounts' section contains instructions for returning users. The 'Register for a New Account' section contains a form with fields for 'First name', 'Middle name', 'Last name', 'Username', 'Password', and 'Password confirmation'. A 'Next Step' button is located at the bottom of the registration form. Red arrows point to the 'Sign In Here' button and the registration form.

Returning users sign in here

New users need to create an account here

2. Scroll down to the **Optional Training Curriculums** section and locate the 2019 California Sexual Harassment Training for Managers & Supervisors and click “start curriculum”



- A. Allow for each segment to play through completely to the end of the black screen. The system will automatically progress to the next segment. If you click away from the page when the segment reaches the instructions to advance, **you will be required to watch the entire segment again.**



DO NOT CLICK
“NEXT”

- B. If you need to stop or pause the segment, simply click “pause” in the training box. When you return to the training, you should be able to return to the section where you left off.

3. **Optional**, you can access your completion certificate by returning to the dashboard and clicking the gray **Download Certificate** button.

