

**Safe Environment Foundational Training - Directions  
New Volunteers**

Training must be completed prior to volunteering on campus. 3 steps:

1. The first time completing the training you will create an account in GMConnect (this will be your online application). The curriculum videos are in the application. Training is annual starting July 1 through June 30.
2. A background check will be completed by Selections.com, a 3rd party provider, hence your SSN is required.
3. In addition, you will schedule a face to face interview. All families are encouraged to volunteer therefore are required to complete the safe environment training.

Click [CMG Connect](https://phoenix.cmgconnect.org/) link(<https://phoenix.cmgconnect.org/>), on the left side will be a greeting from the Diocese of Phoenix (English and Spanish) and On the right side; complete the “Register for a new Account”.

**Create a new account.** User name could be a full legal name or an email address. Husbands and wives each need a separate account with different email addresses.

**Safe Environment Application** - Ministry Information

Legal name - as it appears on your Driver's license

Next page: current address and date of birth - all is required.

Next page: **Affiliation** - primary parish/school is **Annunciation Catholic School** use the drop down box

For the **Role**: select appropriate role - parents= **volunteers**. Staff and teachers = **Educators**

Curriculum: Click on *Safe Haven (Parts 1-3)* **(For Returning volunteers, the curriculum will be Safe Haven Part 3 - SET for Lay People 2022-2023)**

**Safe Environment Application:**

**Employment Details** - please complete all required fields with a red star.

**Background Check Information** This is required for all volunteers. **Declaration Statements, Procedures to Report Abuse or Neglect, Code of Ethics, Background check Submission**

You are now able to volunteer with minors and vulnerable adults. Thank you.

If you have any questions, do not hesitate to contact me.

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