

## Diocese of Green Bay

### Defensive Driving Training Instructions

#### Step 1: Accessing CMG Connect

Go to <https://greenbay.CMGconnect.org/> to register for an account. Complete the three pages of "Register for a New Account" — basic account information, personal, and affiliation. Complete all required boxes.

The screenshot displays the CMG Connect registration interface. On the left, a sidebar contains a welcome message and a 'Next Step' button. The main area shows the 'Register for a New Account' form, which is divided into three tabs: Account, Personal, and Affiliation. The 'Affiliation' tab is currently selected, showing a list of roles. A red arrow points to the 'Driver' role, which is highlighted. The form also includes fields for First name, Address 1, Address 2, Username, Password, City, State, Phone, Email, and Date of Birth. A 'Next Step' button is visible at the bottom of the form.

Select the **"Driver"** participation category on the last step, in addition to any other selections that describe your role at your primary location. This allows the platform to automatically assign the correct training(s).

If you are unsure of what category to select, please contact your diocese.

The screenshot shows the CMG Connect login page. It has a dark background with the CMG Connect logo at the top. Below the logo, there are two input fields: 'Enter your username' and 'Enter your password'. A blue 'Log me in' button is positioned below these fields. At the bottom, there are two links: 'Forgot Password?' and 'Remember Me' with a checkbox.

If you completed training in the past, you may already have an account. Log in with your previous username and password by clicking the green "Sign in Here" button at the top right of the page.

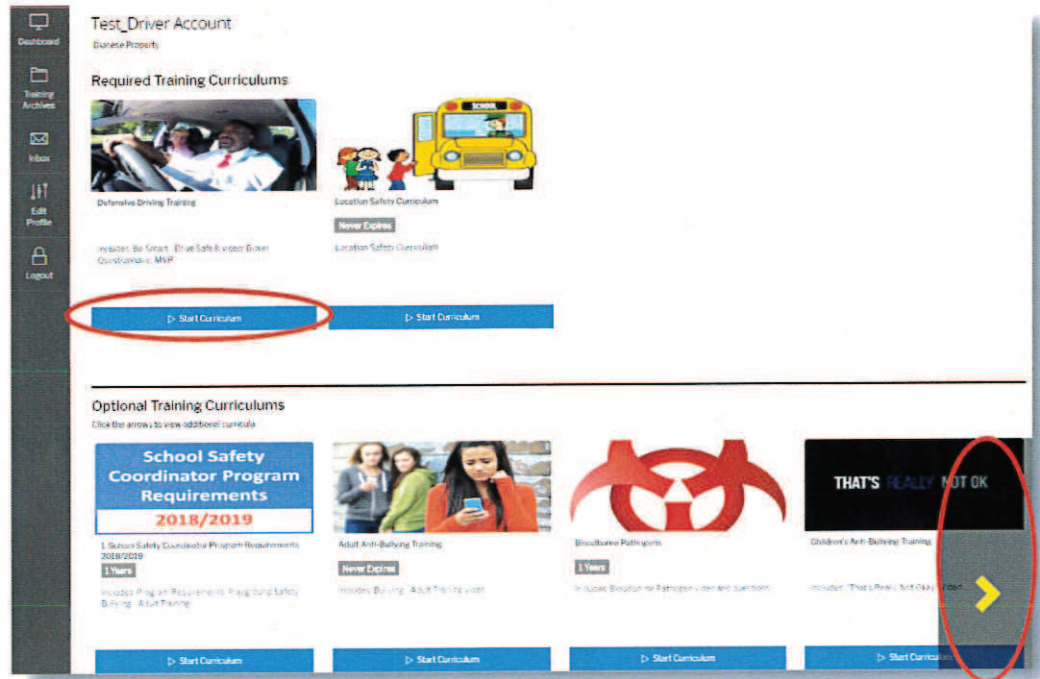
If you cannot remember your password, click 'Forgot Password'. If your email address is not recognized or you do not have an email address in the system, contact [cmgconnect@catholicmutual.org](mailto:cmgconnect@catholicmutual.org) to request a password reset.

**If you are responsible for managing approved drivers**, please send your username to [cmgconnect@catholicmutual.org](mailto:cmgconnect@catholicmutual.org) to request Driving Management access. Your guide to navigating CMG Connect as an administrator will be available by clicking **Resources** on the left side of the screen in your updated account.

## Step 2: Locate and Start Trainings

Once you have completed the registration process, you will be directed to your dashboard. Click "Start Curriculum" to begin. **Note: Available curriculums will vary based on the participation category you selected when registering. To update, click 'Edit Profile' and select applicable categories.**

To view other Optional Training Curriculums, click the yellow arrow.



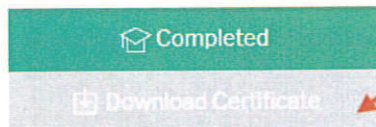
## Step 3: Complete Training

Watch the training video, acknowledge diocesan policies, fill out the driver questionnaire, and submit your MVR check via the curriculum.

Each training page will be marked 'Done' as you progress.

## Step 4: Access Certificate

After your MVR has been reviewed and approved, you will be able to log back in to the system to access your completion certificate. Locate your completed curriculum and select the gray 'Download Certificate' button.

The screenshot shows the 'MVR Check' form. On the left is a 'Training Overview' sidebar with checkboxes for 'Be Smart - Drive Safe II', 'Vehicle Policy', 'Vehicle Safety Policy', 'Passenger Van Policy', 'Driver Questionnaire', and 'MVR Check' (which is highlighted in blue). The main form area contains fields for 'First name', 'Last name', 'Address 1', 'Address 2', 'City', 'State', 'Zipcode', 'Phone', 'Date of Birth', 'Driving License State', 'Driving License Number', 'Confirm Driving License Number', 'Social Security Number', and 'Confirm Social Security Number'. There is also a checkbox for 'I agree to terms and conditions Read terms And continue' and a 'Submit MVR Check Request Details' button at the bottom.

<https://greenbay.CMGconnect.org/>

**ATTENTION:** If you are responsible for managing approved drivers, please send your username to [cmgconnect@catholicmutual.org](mailto:cmgconnect@catholicmutual.org) to request Driving Coordinator access. Your guide to navigating CMG Connect will be located under the Resources tab of your updated account.