

# ST. CHARLES BORROMEO PARISH AND SCHOOL

## SAFE ENVIRONMENT CERTIFICATION INSTRUCTIONS

### New Volunteer

In order to begin volunteering in the parish or school, please complete the necessary steps to attain your safe environment certification. Once all the steps are completed and your background check is completed and cleared, you can begin volunteering.

- (1) Go to <https://fortwaynesouthbend.cmgconnect.org/>
- (2) Register for a New Account (select St. Charles Borromeo as your primary parish)  
-Remember your password, you will need it every 2 years.
- (3) Complete "**Initial VOLUNTEER Safe Environment Training**" (see pic) →
  - This will take about 45 minutes.
  - There are two videos in the curriculum; each has a quiz at the end.
  - \*This is best done on a computer, not a mobile device.*
  - \*A new training will be required every 2 years!*
- (4) You will be prompted to complete an application in the system.
- (5) You will also be prompted to complete a criminal background check.
  - This will require you to enter your social security number. A background check cannot be run without it.
  - \*A new background check will need to be completed every 4 years!*



All information must be submitted and then reviewed before you can start volunteering.  
Thank you for your prompt attention. Together we may bring peace and the love of God to all whom we serve in our parish and school.

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