



# Diocese of Lincoln

## Safe Environment Renewal Training

### Guidance for Employees and Volunteers

Through CMG Connect - [lincoln.cmgconnect.org](https://lincoln.cmgconnect.org)

When logging into the CMG Connect platform, the trainings available are based on your current status within the CMG Connect system. Please contact your Site Administrator if you need assistance with your login credentials. Returning users should NOT register a new account.

**NOTE:** If you have never completed the safe environment training and background check, the 2025 renewal training is not available and you must take the “Safe Environment Training and Background Check” curriculum (see No. 4 below). All other users will see the 2025 Online Renewal Training curriculum and the Safe Environment Training and Background Check curriculum as depicted on page 2. These users should complete the 2025 Online Renewal Training curriculum highlighted in green below.

#### To determine if your background check record is current or expired:

Click your Dashboard button on the left side of the screen

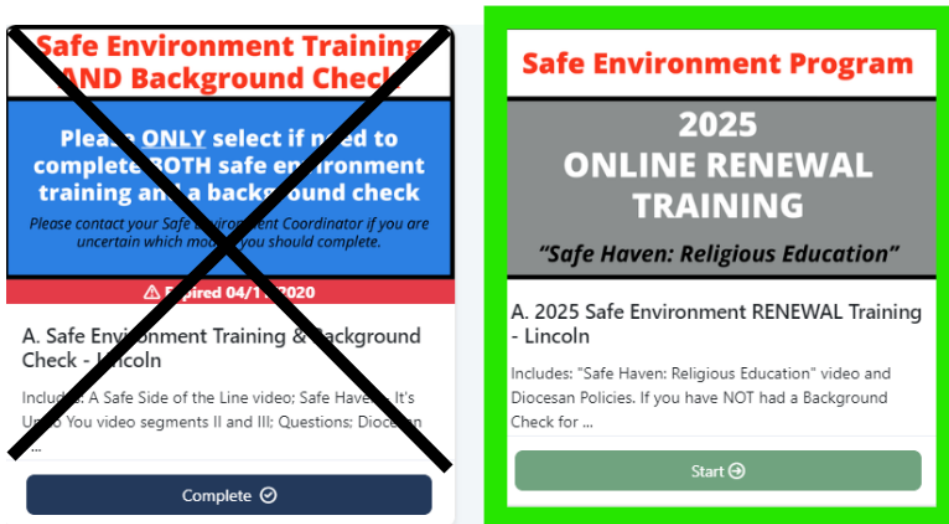
Locate your Background Check Status section

**Sample Account**  
Chancery Office - Lincoln

|                                                              |                                                           |                                                         |
|--------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------|
| <b>Certification Status</b><br>Expired - Expires: 08/16/2018 | <b>Live Training Registration</b><br>No Upcoming Training | <b>Background Check Status</b><br>Expires on 01/01/2020 |
|--------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------|

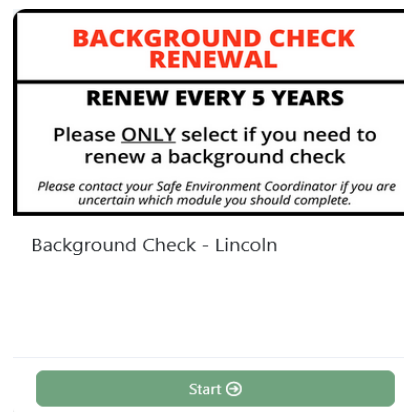
## 1. Users with Current Background Checks:

Users with current background checks must complete the 2025 Online Renewal Training as depicted below:



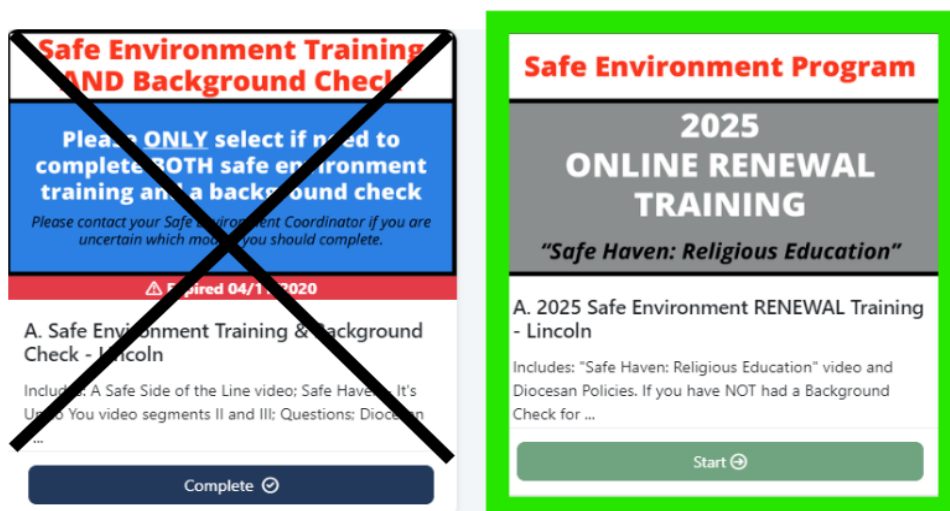
## 2. Users with Background Checks Expiring Within the Next 12 Months:

Users with current background checks which are expiring within the year must complete the 2025 Online Renewal Training (as depicted in No. 1 above), but should also complete the background check curriculum by selecting the *Background Check Renewal* under “Optional Trainings” as depicted to the right. \* *Please note background checks cannot be run if expiration is more than one year away.*



## 3. Users with Expired Background Checks:

Users with recently expired background checks must complete both: (1) the “2025 Online Renewal Training” (as depicted below); and (2) the “Background Check Renewal” (as depicted on page 3):



Once the 2025 renewal training is complete, select the *Background Check—Lincoln* under “Optional Trainings” to fulfill the certification requirements.

**BACKGROUND CHECK  
RENEWAL**

**RENEW EVERY 5 YEARS**  
Please **ONLY** select if you need to  
renew a background check  
Please contact your Safe Environment Coordinator if you are  
uncertain which module you should complete.

Background Check - Lincoln

Start ➞

#### 4. New Users

New users and users that have never completed a background check must complete the following “Safe Environment Training AND Background Check” curriculum with training and background screen:

**Safe Environment Training  
AND Background Check**

**Please **ONLY** select if need to  
complete BOTH safe environment  
training and a background check**  
Please contact your Safe Environment Coordinator if you are  
uncertain which module you should complete.

A. Safe Environment Training & Background  
Check - Lincoln

Includes: A Safe Side of the Line video; Safe Haven - It's Up  
to You video segments II and III; Questions; Diocesan P...

Start ➞

If you have questions please contact the Diocese of Lincoln Safe Environment Coordinator, Jeff Hohlen at [jeff-hohlen@lincolndiocese.org](mailto:jeff-hohlen@lincolndiocese.org) or by phone at 402-314-2899.

**Thank you for your participation and diligence ensuring a safe environment for our youth!**