

# SAFE ENVIRONMENT TRAINING INSTRUCTIONS



## Diocese of Great Falls - Billings

121 23<sup>rd</sup> Street South  
Great Falls, MT 59401  
406-727-6683, x110

### Step 1

Go to the safe environment training website: <https://greatfalls.cmgconnect.org>

### Step 2

If you are NEW to Safe Environment, complete the section: “**Register for a New Account**”.

NOTE: The email section is required for automatic yearly reminders to update your training.

### “Step 3

Click the  button to create your account.

### Step 4

- a) Complete the training course and quiz for certification in Safe Environment by clicking on:



- b) Next, complete the background check questions by clicking on:



### TIPS

You will NEVER need to create a second account/profile. User information, including passwords, can be easily retrieved by contacting Tech Support.

Training Certificates are renewed yearly.

Background Checks are renewed every 5 years.

Need Help? You may contact:

- Your church or school Safe Environment Coordinator (SEC)
- Tech support: click on the blue “Support” button.
- Diocesan SEC: 406-727-6683

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*\*Safe Environment training is **required** for clergy, employees, parish and/or school volunteers with access to children and vulnerable adults, and ALL school educators, school employees and volunteers.*

*\***Mandatory Reporters** in Montana include teachers, clergy, childcare workers, police officers.*