

## Diocese of Covington

### Defensive Driving Training Instructions

#### Step 1: Accessing CMG Connect

Go to <https://Covington.CMGconnect.org/> to create an account. Complete the three pages of “Register for a New Account” — basic account information, personal, and affiliation. Make sure to complete all required boxes.

Welcome to CMG Connect

The Diocesan of Covington training hub

This new system will help walk you through training requirements for your organization.

If you have done training in the past and set up an account, you will use that same username and password. Please click the 'Sign In' tab in the top right corner of this screen.

If you are new to training, please set up an account. You will be asked to complete all required boxes.

Existing Accounts

Do you have an account? If so, you don't need to sign up for a new one. Click the "Sign In Here" button in the upper right hand corner of this window. Otherwise, register for a new account below.

Register for a New Account

Account Personal Affiliation < Prev Next >

\* First name Middle name \* Last name

\* Username \* Password

Next Step >

Account Personal Affiliation < Prev Next >

\* Address 1 Address 2

\* City \* State

\* Phone

\* Date of Birth 1928 January 24

< Previous Next Step >

Account Personal Affiliation < Prev Finish >

\* Select the Primary Parish/School at which you Volunteer or Work

Select an option

\* Please Select a Role

Select an option

\* I participate as a/an:

☐ Clergy/Religious

☐ Driver

☐ Employee

☐ Volunteer

< Previous Register My account

Please select the participation category that describes 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.

CMGCONNECT

The Training Platform of Catholic Mutual Group

Enter your username

Enter your password

Log me in

[Forgot Password?](#) [Remember Me](#) ☐

CATHOLIC MUTUAL GROUP

If you completed training in the past, you 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 the managerial aspects of CMG Connect will be located under the Resources tab of 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 view other Optional Training Curriculums, click the yellow arrow.

The dashboard features a sidebar on the left with icons for Dashboard, Training Archives, Inbox, Edit Profile, and Logout. The main content area is divided into two sections: 'Required Training Curriculums' and 'Optional Training Curriculums'. The 'Required' section shows a card for 'Required Defensive Driving - Covington' with a '5 Years' expiration and a 'Start Curriculum' button circled in red. The 'Optional' section shows three cards: 'Bloodborne Pathogens' (1 Year), 'Building Safety Curriculum' (Never Expires), and 'Cyber Security eLearning Series' (Never Expires). The 'Cyber Security' card has a yellow arrow pointing right circled in red. A 'Resources' sidebar on the right lists 'Clergy/Religious', 'Employee', and 'Volunteer'.

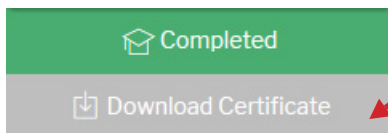
## Step 3: Complete Training

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 form is divided into two columns. The left column, 'Training Overview', lists 'Be Smart - Drive Safe II Video Page' (Done), 'Vehicle Policy Read and Acknowledge Page' (Done), 'Vehicle Safety Policy Read and Acknowledge Page' (Done), 'Passenger Van Policy Read and Acknowledge Page' (Done), 'Driver Questionnaire Question/Answer Page' (Done), and 'MVR Check MVR Check Page' (Progress). The right column, 'MVR Check', contains fields for First name, Last name, Address 1, Address 2, City, State (dropdown), Zipcode, Phone, Date of Birth (month/year/day dropdowns), Driving License State (dropdown), Driving License Number, Confirm Driving License Number, Social Security Number, and Confirm Social Security Number. There is a checkbox for 'I agree to terms and conditions' and a 'Submit MVR Check Request Details' button at the bottom.

<https://Covington.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.