

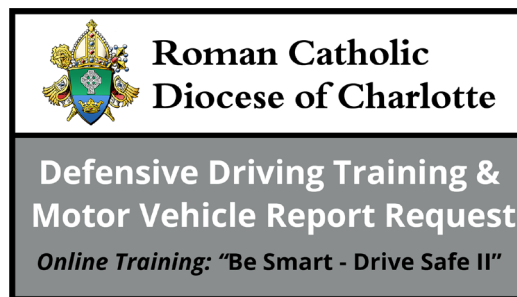
Drivers who wish to drive a Diocesan-owned vehicle or drive their own vehicle on a regular and routine basis (more than one time per month) on behalf of the Diocese must do the following:

- All new drivers must complete the **Defensive Driving Training & Motor Vehicle Report Request** curriculum via Catholic Mutual's CMG Connect platform (see instructions below)
- If applicable, complete the **Driving Administrator Curriculum** under your *Optional Trainings* area
- Diocesan policy requires that MVRs must be renewed every 3 years

For questions about the driving program (Diocesan policies, training/screening requirements, status, etc.) please contact Katrina Ebersole at kreibersole@charlottediocese.org or 704-370-3337.

CMGConnect

Driving Training & MVR Submission Instructions




1. Go to <https://Charlotte.cmgconnect.org/>

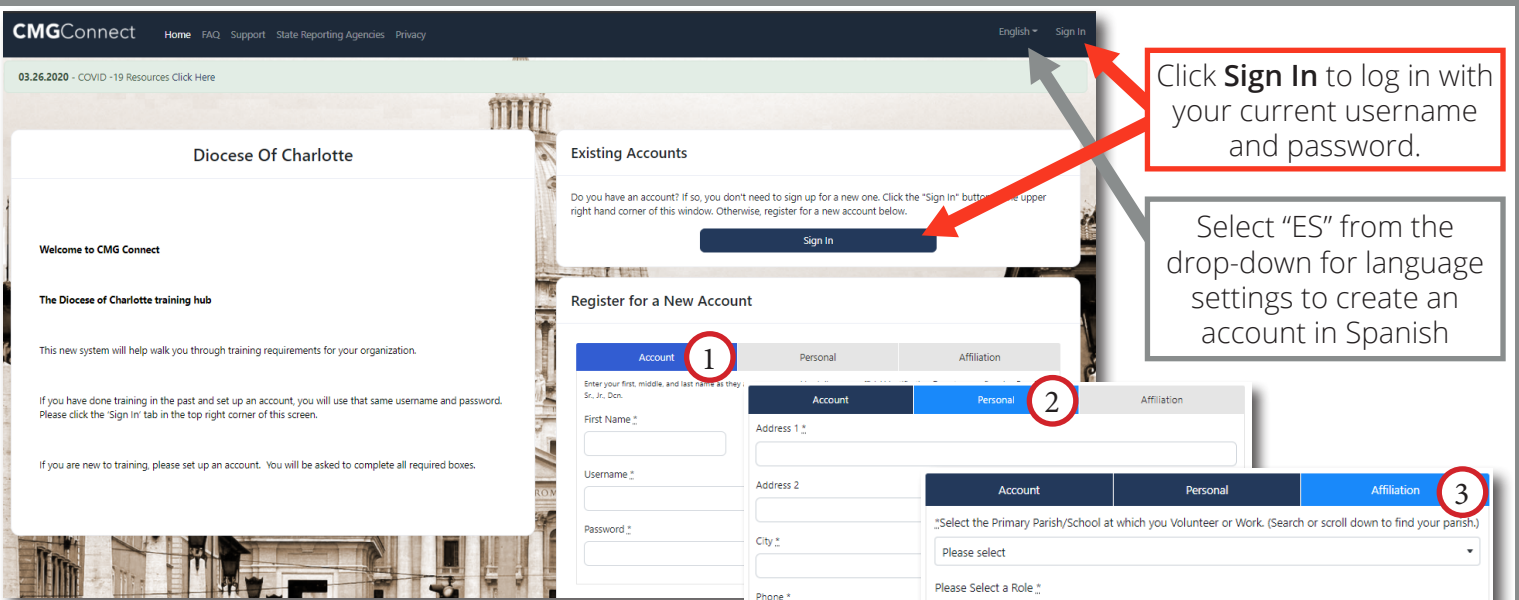
NEW TO TRAINING? Create an account by completing all the boxes under "Register for a New Account". This includes your personal address, primary location, and your current role at that location. **Be sure to select the Driver category to access the correct training.**

ALREADY HAVE AN ACCOUNT? Click the **Sign In** button in the upper right corner of the page and use your existing username and password to log in.

NOTE: Many individuals may already have an account from when the Diocese of Charlotte previously used CMG Connect for safe environment training. **If you have an existing account, please do NOT create a new one.**

2. Once signed in, the training dashboard will show you the available Required and Optional training curriculums that have been customized for your particular category within the Diocese. *If signing with a previous account, you will need to update your profile to access the correct training(s). Click **Edit Profile** on the left side of your screen then select the **Driver** category checkbox. Scroll down and click **Update Profile** to save your changes.*
3. Click  under the **Defensive Driving Training & Motor Vehicle Report Request** module to complete your requirements.
4. *(Optional)* After your Motor Vehicle Report results are complete and a Diocesan administrator has certified your profile to indicate all driving requirements have been met, you will have access to a completion certificate. To access, log back into your account and click the gray **Print Certificate** button under the completed training.

For technical assistance with your training or help accessing your account, contact CMG Connect support via the  Support button found in the bottom right corner of the web page or at 800-993-1667.



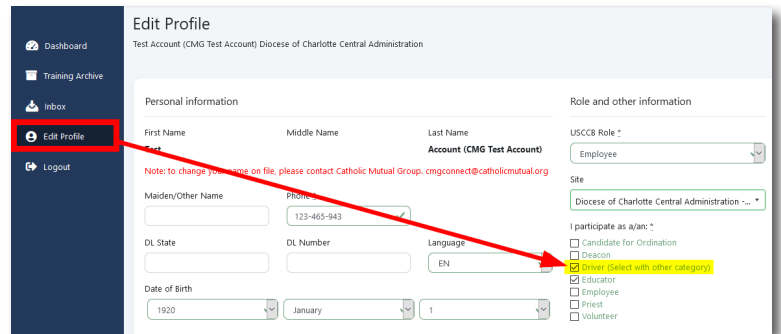
• **NEW TO TRAINING?** Progress through the three account creation screens then click **Register** to complete your profile and access trainings.

Select the **Driver** participation category during the "Affiliation" step.

• **ALREADY HAVE AN ACCOUNT?**

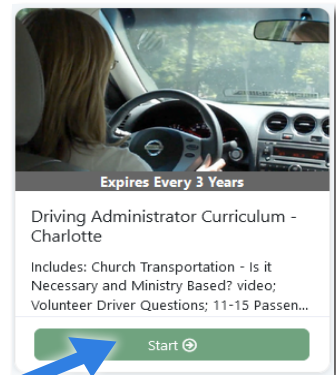
Click **Sign In** in the upper right corner to log in with your existing credentials. If you do not remember your login information, use the "Forgot Password" and "Forgot Username" options, or contact Support.

NOTE: Once signed in, click **Edit Profile** on the left side of your screen then select the Driver category checkbox. Scroll down and click **Update Profile** to save your changes.



• On your dashboard, click **Start** to open the **Defensive Driving Training & Motor Vehicle Report Request** option.

• Progress through the training sections—as you finish each page, it will be marked with **✓** to show that the segment is Completed.



(If needed) Scroll down under the Optional Trainings area to locate the **Driving Administrator Curriculum**. Click **Start** to open and complete.

Last Updated: 12/15/2020

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