

***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:***

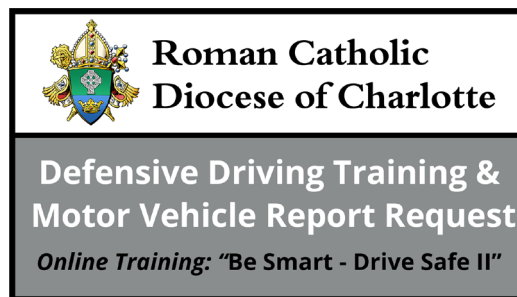
- All new drivers must complete the **Defensive Driving Training & Motor Vehicle Report Request** curriculum via Catholic Mutual's CMG Connect platform (see instructions below)
- If applicable, complete the **Driving Administrator Curriculum** under your *Optional Trainings* area
- Diocesan policy requires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

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*For questions about the driving program (Diocesan policies, training/screening requirements, status, etc.) please contact Katrina Ebersole at [kreibersole@charlottediocese.org](mailto: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 **Start**  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.*

**CMGConnect** Home FAQ Support State Reporting Agencies Privacy English Sign In

03.26.2020 - COVID -19 Resources Click Here

**Diocese Of Charlotte**

Welcome to CMG Connect

The Diocese of Charlotte 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" 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**

1 Enter your first, middle, and last name as they appear on your ID.

First Name \*

Address 1 \*

Address 2 \*

City \*

Phone \*

Date of Birth \*

2 **Personal**

3 **Affiliation**

Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

Please select

Please Select a Role \*

Choose a Role

I participate as a/an: \*

☐ Candidate for Ordination

☐ Deacon

☒ **Driver (Select with other category)**

☐ Educator

☐ Employee

☐ Priest

☐ Volunteer

Previous Register

Click **Sign In** to log in with your current username and password.

Select "ES" from the drop-down for language settings to create an account in Spanish

• **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.

**Edit Profile**

Test Account (CMG Test Account) Diocese of Charlotte Central Administration

Dashboard Training Archive Inbox **Edit Profile** Logout

**Personal information**

First Name Middle Name Last Name

Account (CMG Test Account)

Note: to change your name on file, please contact Catholic Mutual Group. cmgconnect@catholicmutual.org

Maiden/Other Name Phone

DL State DL Number Language

Date of Birth

**Role and other information**

USCCB Role \*

Site

I participate as a/an: \*

☐ Candidate for Ordination

☐ Deacon

☒ **Driver (Select with other category)**

☐ Educator

☐ Employee

☐ Priest

☐ Volunteer

**Roman Catholic Diocese of Charlotte**

**Defensive Driving Training & Motor Vehicle Report Request**

Online Training: "Be Smart - Drive Safe II"

Expires Every 3 Years

Defensive Driving Training & Motor Vehicle Report Request - Charlotte

Includes: Be Smart - Drive Safe II video; Driver Questionnaire; Diocesan Auto Policy; MVR

**Start**

**Driving Administrator Curriculum - Charlotte**

Expires Every 3 Years

Includes: Church Transportation - Is it Necessary and Ministry Based? video; Volunteer Driver Questions; 11-15 Passen...

**Start**

Last Updated: 12/15/2020

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