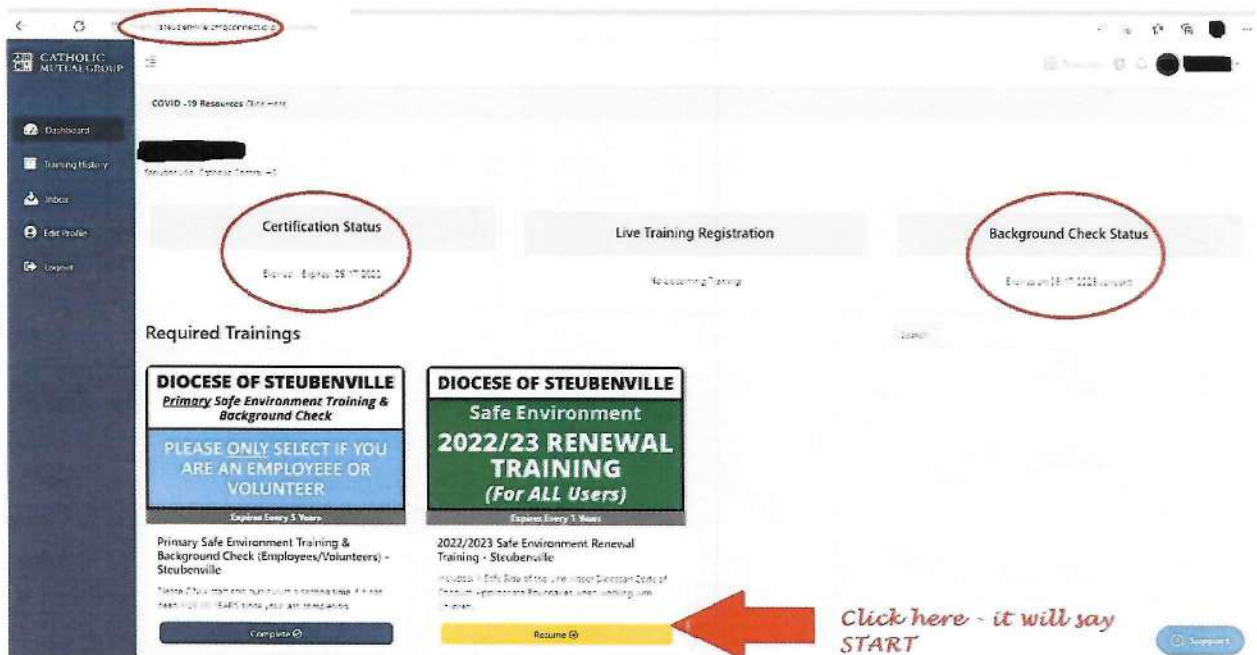


# How to RENEW your Safe Environment Training

1. Go to <https://steubenville.cmgconnect.org/> and put in your username and password. If you do not remember your username and password, click the link for prompts to reset.
2. Once you are logged in you will be on your dashboard. Note your Certification Status and Background Check Status expiration dates.
3. Now Click on the Start button under the GREEN square that says "Diocese of Steubenville 2022/23 Renewal Training (For ALL Users)"



4. Now Click on the First Slide Show that is highlighted. This is approximately 25 minutes long
5. You will automatically be directed to the next two items. Click the button provided that you have read and understand the documents. Do this for each section.

The screenshot displays a training dashboard for the '2022/2023 Safe Environment Renewal Training - Steubenville'. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Training History', 'Job', 'Edit Profile', and 'Logout'. The main content area shows an 'Overview' section with a list of items: 'A Safe Side of the Line' (highlighted), 'Code of Conduct', and 'Appropriate Boundaries for Working with Children'. A red arrow points to the first item with the text 'finish these items (25 minutes)'. To the right, a video player is titled 'A Safe Side of the Line' and shows a woman on a couch with the text 'FROM ANDREA: You broke your arm on the camping trip?!' overlaid. The video player has a play button and a 'Support' button.

6. Now you will have a second window open up with a certificate. Click the SAVE button and save it to the computer you are working on.
7. Open you email and attach the saved document to an email addressed to Mrs. Lucas and Mr. J. Their email addresses are:

[jlucas@steubenvillecatholiccentral.org](mailto:jlucas@steubenvillecatholiccentral.org)  
[sjohnston@steubenvillecatholiccentral.org](mailto:sjohnston@steubenvillecatholiccentral.org)



*Save to your computer and email it to Mrs Lucas & Mr J*  
**jlucas@steubenvillecatholiccentral.org    sjohnston@steubenvillecatholiccentral.org**

**Thank you for renewing your Safe Environment Training!  
You are now ready to chaperone our band!**