How to RENEW your Safe Environment Training
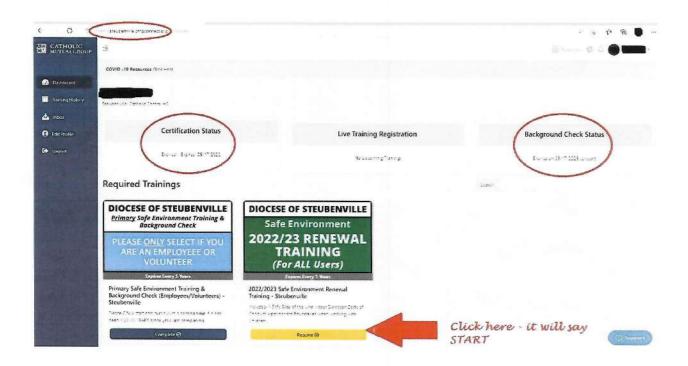
1. Go to https://steubenville.cmgconnect.org/ and put in your username and password. If you do not remember your username and password, click the link for prompts to reset.
2. Once you are logged in you will be on your dashboard. Note your Certification Status and Background Check Status expiration dates.
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.

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
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!