CMGConnect ARCHDIOCESE OF GALVESTON-HOUSTON



For Office Use ONLY - AGH

(Submit a Background Check via CMG Connect)

Getting Started:

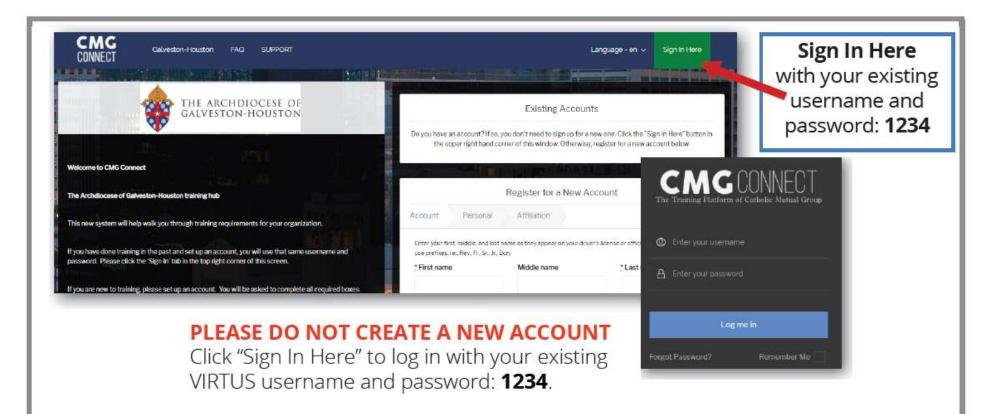
- Go to https://galvestonhouston.cmgconnect.org/ Please do not create a new account—your information has been historically uploaded to the system.
- Click the green "Sign In Here" button in the upper right corner of the page and use the username or email that you used for VIRTUS with the password: 1234.
 Once signed in you can update your password and any additional user information.
- 3. Scroll down on your training dashboard under Optional Training Curriculums.
- 4. Click the gray and yellow arrow bar to navigate to *For Office Use ONLY*. It will take 4-5 clicks to locate the module. Click **Start Curriculum** to open it.
- 5. Submit your details on the Background Check page. Please enter your name as listed on your government issued identification.

NOTE: The training will remain *In Progress* until your background check is processed and reviewed by the archdiocese. This can take up to 7-10 business days.

Please, see next page for step-by-step pictures & instructions

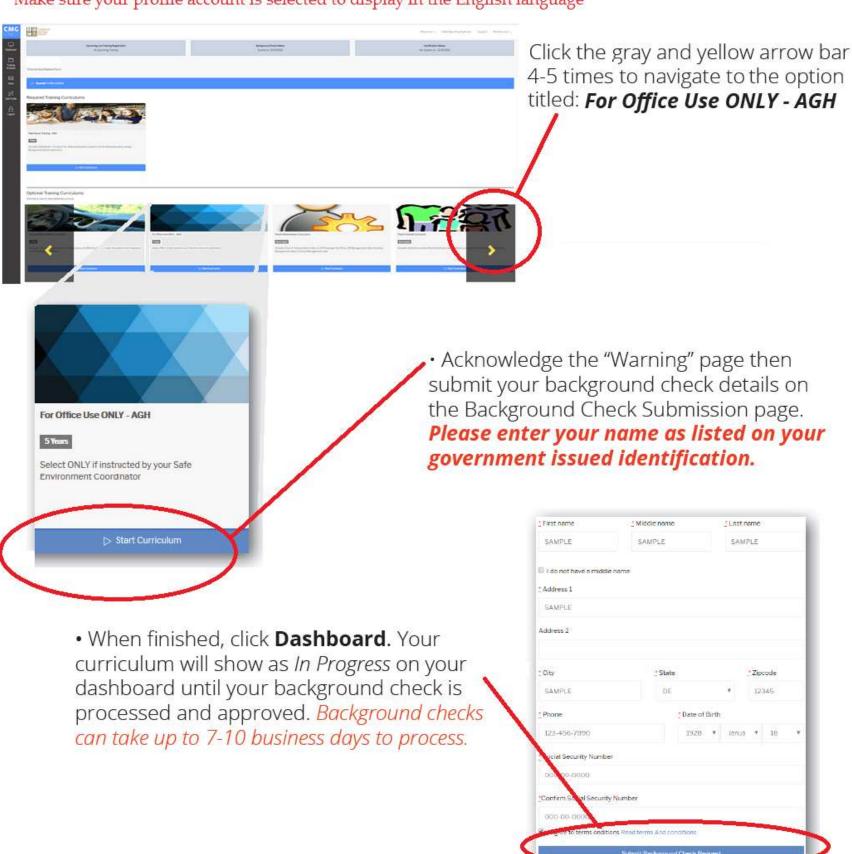


https://GalvestonHouston.CMGconnect.org/



• On your main dashboard, scroll down under the Optional Training Curriculums section.

Make sure your profile account is selected to display in the English language



 After you are certified, you can log in to your account to access your completion certificate. Click the gray **Download Certificate** button under the Safe Environment curriculum.

If you have a valid email address on your account, you will receive a system message when approved.

