

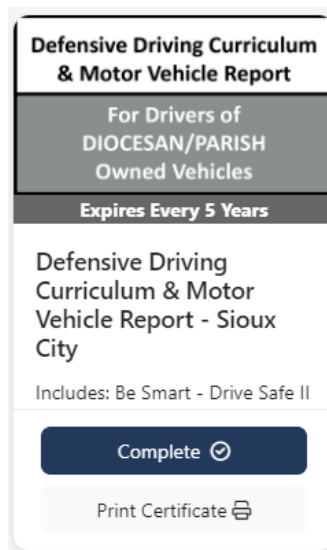
Diocese of Sioux City

User Guide for CMG Connect Driver Training

Driver approval is all completed online and takes about 20-25 minutes total. Volunteers and employees seeking to be approved drivers can use the link below to get started. **Be sure to choose DRIVER as a role (in addition to the employee or volunteer role during account set up).**

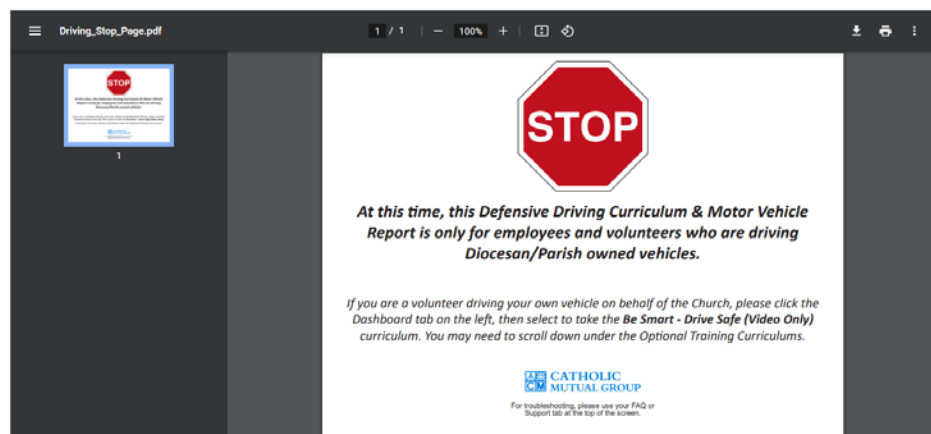
CMG Connect link: <https://siouxcity.cmgconnect.org/>

After you've created your account, you'll find the "My Trainings" tab on the left side of the webpage, and you'll select the Defensive Driving Curriculum module:



After you've watched the required videos, and entered the requested info in the online forms, you'll click submit and it will automatically send the motor vehicle record (MVR) request to Catholic Mutual to be processed. **There will be no information sheet to submit and you do not need to send the certificate showing completion.** The driver checklist should look like this with all green checks after you've completed the program.

Overview	
Training information and results	
Warning Page	✓
Read and Acknowledge Page	
Be Smart - Drive Safe II Video	✓
Video Page	
Driver Questionnaire	✓
Question/Answer Page	
Vehicle Safety Policy	✓
Read and Acknowledge Page	
MVR Check	✓
MVR Check Page	

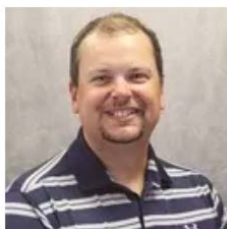


Jacki Behring and I are able to look up users in CMG Connect throughout the entire process. If you are unsure if you've completed the training platform as required, please don't hesitate to contact myself or Jacki.

I have completed the process and after you've completed the program, we typically get the results of the MVR back within 1-3 business days. If you run into any issues completing the CMG Connect process, you can also reach out to our home office team that's dedicated to assisting CMG Connect users with navigating through the process. You can chat with these reps using the icon shown in the bottom right of the CMG Connect Website.

The screenshot shows the CMG Connect website dashboard for Dustin Heino, a Chancery Office user. The dashboard includes a sidebar with navigation links: Dashboard, My Trainings, Training History, Sites, Users, Curriculums, Resources, Live Events, Children Data, Reports, and Group Emails. The main content area displays the user's profile, certification status (Approved Driver - Expires: 10/21/2027), live training registration (No Upcoming Training), and background check status (No Background Check on File). Below these are three required training modules: Defensive Driving Curriculum & Motor Vehicle Report (Expires Every 5 Years), Safety matters (Never Expires), and Required Policy Review - Sioux City (Never Expires). Each module has a 'Complete' button. A red arrow points to a 'Support' button in the bottom right corner of the dashboard.

If you have any questions or concerns, please don't hesitate to contact myself or Jacki.



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