



ST. SERRA CATHOLIC SCHOOL

VOLUNTEER CLEARANCE PROCESS

RETURNING VOLUNTEER ONLY

Dear St. Serra Parents,

If you are a returning volunteer who has already been fingerprinted through St. Serra/Diocese of Orange, and you need to RENEW your Safe Environment Training or California Mandated Reporter training, please follow the instructions below:

Safe Environment Training

1. Go to <https://orange.cmgconnect.org/>
2. Since 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 on the top right corner of the screen.
3. Log in
4. Click "My Trainings" (left column)
5. Click "**Safe Environment Training - Safe Haven - It's Up to You**" box
6. Click "Start Curriculum Again" for Safe Environment Training
7. Download your completion certificate by going back to your Dashboard. Email it to safeenvironment@serraschool.org.

OR

California Mandated Reporter Training

1. Go to <https://orange.cmgconnect.org/>
2. Since 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 on the top right corner of the screen.
3. Log in
4. Click "My Trainings" (left column)
5. Click "**California Mandated Reporter Training**" box*
6. Click "Start Curriculum Again" for California Mandated Reporter Training
7. Click this [link](#) to fill out a brief training completion form.

*If you do not see the California Mandated Reporter Training module on your CMGConnect.org Required Trainings dashboard, go to your "Profile" and check the box "CA Mandated Training" in the "Role and Other Information" section. You should then be able to see the training on your dashboard.