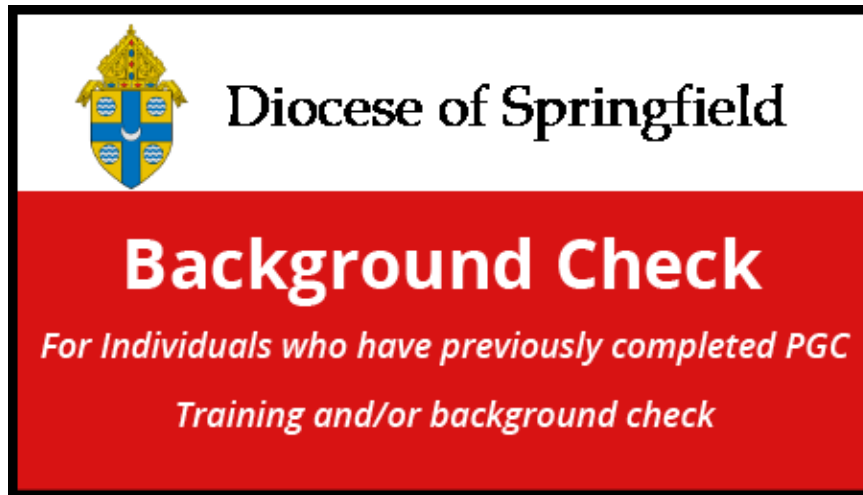


# CMGConnect

## DIOCESE OF SPRINGFIELD IN ILLINOIS



### **BACKGROUND CHECK**

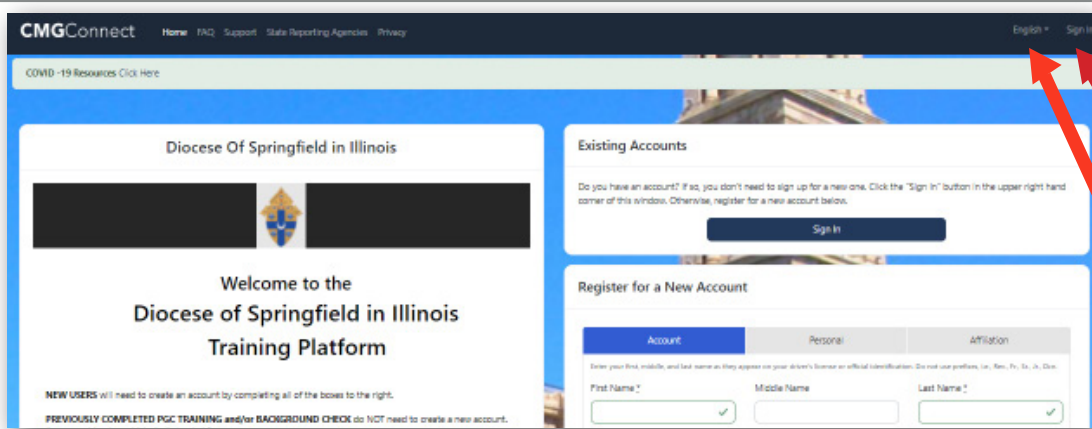
#### Getting Started:

1. Go to <https://SpringfieldIL.cmgconnect.org/>. **Please do not create a new account**—your information has been historically uploaded to the system.
2. Click the “Sign In” button in the upper right corner of the page and use the username format of **firstname.lastname.spfld** with the password: **1234** You will be prompted to update to a more secure password upon clicking “Log In.” Once the new password is saved, return to the sign-in page to access your account with your updated credentials.  
*\*If you have logged in previously, please use the password you created, not 1234.*
3. Scroll down on your training dashboard under *Optional Training Curriculums*.
4. Click **Start** to open the *A. Background Check ONLY - Diocese of Springfield in Illinois* option.
5. Submit your details on the Background Check page. Please enter your name as listed on your government issued identification.  
**NOTE:** The module will show as **Resume** until your background check is processed and reviewed by the archdiocese. This can take up to 7-10 business days.

For more information, please use your FAQ or Support tab at the top of the screen.

Please contact [cmgconnect@catholicmutual.org](mailto:cmgconnect@catholicmutual.org) or click  if you need assistance accessing your account.

Last Updated: 05/04/22

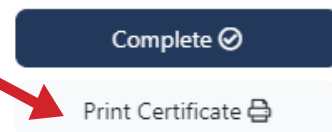
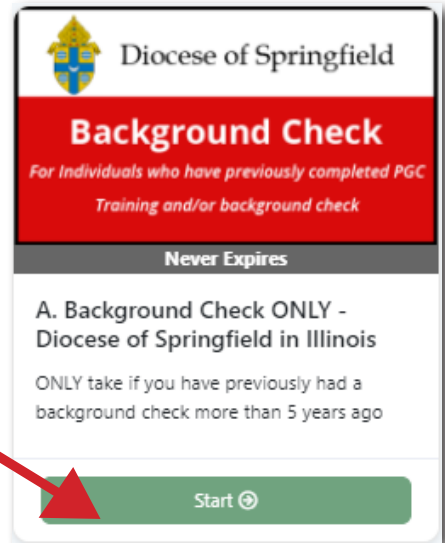


Click **Sign In** to log in with username format **firstname.lastname.spfld** and password 1234.

Select 'Language - ES' to create an account in Spanish

### PLEASE DO NOT CREATE A NEW ACCOUNT

- Click "Sign In" to log in and use the username format of **firstname.lastname.spfld** with the password: **1234**  
*\*If you have logged in previously, please use the password you created, not 1234.*
- Click the curriculum titled: **A. Background Check ONLY -Diocese of Springfield in Illinois** training option. **NOTE: This option does NOT include training.**
- Click **Start** to open up the module to submit your background check.
- Enter your background check details on the Background Check Submission page. Make sure ALL details are accurate before clicking "**Submit Background Check Request**". **NOTE: Please enter your name as listed on your government issued identification.**
- When finished, click **Dashboard**. The module will remain marked as **Resume** on your dashboard until your background check is processed and approved.  
**NOTE: Background checks can take up to 7-10 business days to process.**
- After you are certified, you can log in to your account to access your completion certificate. Click the gray **Print Certificate** button under the Safe Environment curriculum. **NOTE: If you have a valid email address on your account, you will receive a system message when approved.**



<https://SpringfieldIL.CMGconnect.org/>