

Archdiocese of Omaha Instructions: First Time Safe Environment Certification

In 2002, the USCCB created the Charter for the Protection of Children and Young People. This charter mandates that all adults who interact with children/vulnerable adults in the name of the Church are required to become Safe Environment Certified. The Archdiocese of Omaha requires this mandate be implemented.

If previously certified, do **NOT create another account – see instructions for recertification. (If assistance is needed with recovering your username and password, contact your parish/school SE Coordinator)*

1. Register for a new account on the Catholic Mutual Platform: <https://omaha.CMGconnect.org>
2. Complete all sections of the Registration Box
 - a. Fill in your complete name, choose a username, and a password.

Register for a New Account

Account	Personal	Affiliation
Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Fr., Sr., Jr., Dcn.		
First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Username *		
<input type="text"/>		
admin is already in use		
Password *	Password Confirmation *	
<input type="text"/>	<input type="text"/>	
This field is required.		
<input type="button" value="Next Step"/>		


- b. Enter contact and profile information.

Register for a New Account

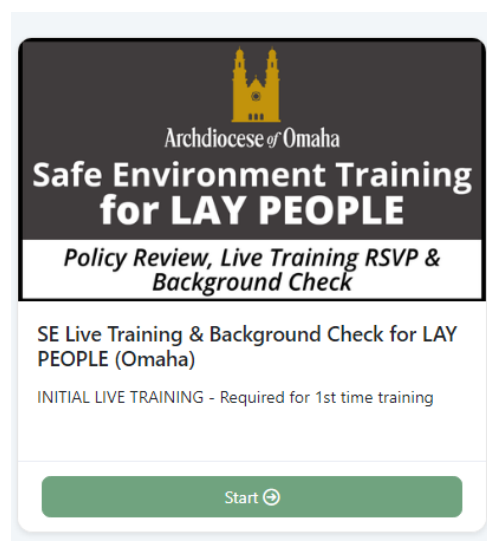
Account	Personal	Affiliation
Address 1 *		
<input type="text"/>		
Address 2		
<input type="text"/>		
City *	State *	Zipcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone *	Email	
<input type="text"/>	<input type="text"/>	
Enter your email for expiration notifications & password resets		
Date of Birth *		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Previous"/>		
<input type="button" value="Next Step"/>		

- c. Select the primary parish/school at which you volunteer or are employed.
- d. Choose your “USCCB role” (volunteer, employee, etc.) from drop down menu and check the box that describes the specific participation category under “I participate as a/an”.

Register for a New Account

Account	Personal	Affiliation
<p>*Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)</p> <p>Please Select to Search for Location ▼</p>		
<p>Please Select a Role *</p> <p>Please Select a Role ▼</p>		
<p>I participate as a/an: *</p> <p> <input type="checkbox"/> A. Employee <input type="checkbox"/> B. Volunteer <input type="checkbox"/> C. Clergy (Priest & Deacons) <input type="checkbox"/> D. Religious (Sisters & Brothers) <input type="checkbox"/> E. Applicant for Seminary <input type="checkbox"/> F. Seminarian <input type="checkbox"/> G. Applicant for Diaconate <input type="checkbox"/> H. Candidate for Diaconate <input type="checkbox"/> I. Driver (Anyone driving on behalf of the Church) <input type="checkbox"/> J. Select ONLY this option if you are student in the College of Education at Creighton University <input type="checkbox"/> K. Select ONLY this option if you are associated with: Teammates <input type="checkbox"/> L. Employment Applicant ONLY <input type="checkbox"/> M. Select ONLY if Newly Hired and Background Check Approved <input type="checkbox"/> N. External Vendor Applicants ONLY <input type="checkbox"/> O. Catholic Charities Employees ONLY <input type="checkbox"/> P. Curia Employees ONLY </p>		
<p> <input type="checkbox"/> I'm not a robot  </p>		
<p>Previous</p>		<p>Register</p>

- e. Click “Register” to complete your account setup.
3. Click green “Start” button on the **SE Live Training & Background Check for Lay People** curriculum to:



- a. Acknowledge and agree to the Archdiocesan Code of Conduct.
- b. RSVP for a live training.
- c. Give consent and submit information for a background check.

- d. Make sure you read all the instructions and information on every page and then click the submit button.

LIVE TRAINING NOTICE Read and Acknowledge Page	✓
Training Confirmation Question/Answer Page	✓
Acknowledgement Statements Question/Answer Page	✓
Code of Conduct for Lay People - 1 Read and Acknowledge Page	✓
Code of Conduct for Lay People - 2 Read and Acknowledge Page	✓
Code of Conduct for Lay People - 3 Read and Acknowledge Page	✓
Code of Conduct for Lay People - 4 Read and Acknowledge Page	✓
Code of Conduct Acknowledgement Question/Answer Page	✓
Mandatory Reporting Read and Acknowledge Page	✓
Certification and Authorization Questions Question/Answer Page	✓
Live Events Live Events Page	
RSVP Confirmation Read and Acknowledge Page	✓
Background Check Background Check Page	

4. Attend the training (training takes approximately 2 ½ hours.)
5. The background check request will not be processed until the training is completed.
6. Usually, SE certification takes 7-10 days following this process and is valid for 6 years.