

## 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 already 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. Choose a username and password
  - b. Select the primary parish/school at which you volunteer or are employed
  - c. Choose your role (employee, volunteer, etc.)
3. Click “Start” in order 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
4. Attend the training –The background check request will not be processed until the training is completed (training takes approximately 2 ½ hours)

*Usually, SE certification takes 7-10 days following this process and is valid for 6 years.*

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## Archdiocese of Omaha

### Instructions: Safe Environment Recertification

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 already 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. Go to your existing account: <https://omaha.CMGconnect.org>
2. Click “Sign in Here” in the upper right hand corner
3. Enter your username and password
4. Click “Edit Profile” if changes to your profile are needed (phone #, e-mail address, etc.)
5. Click “Start” under RECERTIFICATION ONLY to begin process (Process takes approximately 1 ½ hours)

*Usually, SE recertification takes up to 7 days following this process and is valid for 6 years*