

# How to “Resume” Safe Environment Curriculum to complete CANTS & Background Check Requirements

- 1) Log in to your account at [https://peoria.cmgconnect.org/users/sign\\_in](https://peoria.cmgconnect.org/users/sign_in).
  - If you do not remember your login credentials and have a valid email address on file, you can use the *Forgot Username* and *Forgot Password* options under the Sign In button.
  - For additional assistance logging in, please contact your local Safe Environment Coordinator or submit a request for assistance via the blue “Support” button found in the lower right corner of the Account Login page.

### Account Login

  
  
 Remember Me  
  
[Forgot Username?](#) [Forgot Password?](#)

- 2) Locate the **Safe Environment Training** module assigned to the Required Trainings area of your main dashboard area. Click the yellow **Resume** button to open the module and finish the remaining pages.

The screenshot displays a user dashboard for a 'Test Account' at the Springfield Pastoral Center - Peoria. The dashboard includes three main status cards: 'Certification Status' (Inactive - Expires), 'Live Training Registration' (No Upcoming Training), and 'Background Check Status' (Expires on 06/16/2024). Below these is a 'Required Trainings' section with a search bar. Three training modules are listed:

- A. Safe Environment Training - Peoria**: Expires Every 5 Years. Includes: Safe Haven It's Up to You video segments and questions; policy acknowledgement and background check. A yellow 'Resume' button is highlighted with a red box, and a progress bar shows 62% completion.
- Driving Requirements - Peoria**: Expires Every 5 Years. Includes: Be Smart - Drive Safe II video; Volunteer Driver questions; 11-15 Passenger Van policy acknowledgement. A dark blue 'Complete' button is visible.
- A. Sexual Harassment and the Church - Peoria**: Expires Every 5 Years. Includes: Preventing Sexual Harassment video. A green 'Start' button is visible.

A 'Support' button is located in the bottom right corner of the dashboard.

- 3) If you have not already completed the training videos, questions, and review of Diocesan policies, please progress through those. (Each page will be marked with a green checkmark as your progress is saved.)
- The last pages of the curriculum contain all the information you need to complete both the CANTS and online Background Check screening requirements for the Diocese of Peoria.
- 4) **CANTS Screening:** The *Authorization for DCFS Background Check* page contains the form to fulfill your CANTS screening requirement. **Completion of this form is NOT submitted automatically or done via the CMG Connect platform.** You MUST print and complete the authorization form then send a scanned copy of the signed and completed document to [cantspeoriadiocese@gmail.com](mailto:cantspeoriadiocese@gmail.com) or your Safe Environment certification will NOT be completed.
- Continue to the online Background Check submission page by clicking *I Understand and Agree...* under the form (outlined below).

A. Safe Environment Training - Peoria

Expires every 5 Years  
Estimated Completion Time (hours): 2.0

Overview	
Training Information and results	
Training Notice Question/Answer Page	✓
Safe Haven - It's Up to You 1 Video Page	✓
Safe Haven Questions 1 Question/Answer Page	✓
Safe Haven - It's Up to You 2 Video Page	✓
Safe Haven Questions 2 Question/Answer Page	✓
Safe Haven - It's Up to You 3 Video Page	✓
Safe Haven Questions 3 Question/Answer Page	✓
Harassment Policy Read and Acknowledge Page	✓
Allegations of Sexual Abuse of Minors Policy Read and Acknowledge Page	✓
Bullying Policy Read and Acknowledge Page	✓
Communication Policy Read and Acknowledge Page	✓
Code of Conduct	✓

**NOTE: Please PRINT and complete the form below. You must send a scanned copy of the signed and completed document to [cantspeoria@gmail.com](mailto:cantspeoria@gmail.com) to fulfill your Safe Environment requirements.**

Form updated in curriculum 8/12/2021

CFS 689  
Rev 7/2012

State of Illinois  
Department of Children and Family Services  
**AUTHORIZATION FOR BACKGROUND CHECK**  
Child Abuse and Neglect Tracking System (CANTS)  
For Programs NOT licensed by DCFS

**NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed childcare facility. Please contact your licensing representative. Please type or write legibly.**

Name:     
Last First Middle

Date of Birth:  Gender:  Male  Female Race:   
MM/DD/YYYY

Current Address:   
Street / Apt #

City State Zip Code

If you currently reside in Illinois, please list all previous addresses for the past five years.  
**OR**  
If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.  
(Street/Apt#/City, State, Zip Code) (MM/DD/YYYY - MM/DD/YYYY) Dates: From / To

I Understand and Agree to the Above Terms

[Support](#)

5) **Background Check Screening:** Click the “Select Payment Option” box to choose either *Paid by User* or *Paid by Diocese* from the drop-down list. Once you have made your selection, click **Proceed to Background Check** to continue.

- **NOTE:** *If you select the “Paid by User” option, your background check will not be sent for processing until AFTER your credit card payment details are provided.*

**Background Check Payment**

Welcome to the Arch/Diocesan background check processing area. You are now able to help your parish or school by contributing to the base background check cost. Please consider how this generous contribution can help your location.

Thank you for your service to the Church.

If you choose to pay for the background check, the process is as follows:  
1) Enter your background check information.  
2) Provide payment information.

If choosing to pay for the background check, your background check will be processed upon successful payment. If you experience any issues while submitting payment, please contact [cmg\\_support@fuzati.com](mailto:cmg_support@fuzati.com).

Please note that the total cost that you will be charged for a background check is \$9.0. This consists of \$6.0 for the background check and \$3.00 in charges. Please note that these charges will show up on your statement as "Fuzati / CMG Connect".

Payment Option  
Select Payment Option ✖

This field is required.

Proceed To Background Check

6) Confirm that all of the required fields—marked with an asterisk (\*)—are complete and accurate. This will include your full name, address, date of birth, phone number, and SSN.

- If you **DO** have a middle name, please un-check the "I do not have a middle name" box (highlighted in **GREEN**).
- If you **DO NOT** have a middle name, make sure to select the check box to change the Middle Name field to non-required. (Look for the asterisk next to Middle Name to go away to indicate the field is no longer required. This may require re-selecting the checkbox.)
- Select the checkbox acknowledging the Terms & Conditions.

\* Please enter your name as listed on your government issued identification

I do not have a middle name

First Name \*  
Test ✓

Middle Name  
Account ✓

Last Name \*  
Account ✓

Maiden name

Address 1 \*  
123 Sample Ave ✓

Address 2

City \*  
Peoria ✓

State \*  
IL ✓

Zipcode \*  
12345 ✓

Phone \*  
000-000-0000 ✓

Date of Birth \*  
2009 ✓ December 31 ✓

Social Security Number \*  
000-00-0000

Confirm Social Security Number  
000-00-0000

I am completing this BG check on behalf of this location \*  
Spalding Pastoral Center - Peoria

I agree to terms and conditions [Read terms And conditions](#)

If you are a resident of the CA, ME, MA, MN, NJ, NY or WA, [click here](#) to view state specific information.

Submit Background Check Request

7) After you have successfully completed all of the required fields, the **Submit Background Check Request** button will be activated for you to click.

- If you chose the *Paid by Diocese* option in step 5, continue to step 9.

8) If you selected the *Paid by User* option in step 5, you will be shown the screen (shown right) after clicking **Submit Background Check Request**.

You must submit your credit card payment details then click the blue **Pay \$9.00** button for your background check to process. Payment information entered on this page will not be saved in any way on the CMG Connect platform.

- If you reach this payment page and decide that you no longer want to cover the cost of your background check, click **Cancel**. You will be prompted to complete step 7 again.

Price \$9.00

Credit or debit card

Card number MM / YY CVC

Name Jane Doe

Address 77 Winchester Lane

Address (cont.)

City Coachella

State CA

ZIP 92236

Country United States

Pay \$9.00 Cancel

9) You will see a confirmation page after clicking the Submit button (shown right). To confirm that your information has been successfully sent for processing, please check that the *Date Submitted* line has the current date listed.

Note: Please note that your background check will be submitted after all aspects of this curriculum are completed. This includes attendance at any live trainings when applicable.

### Your Background Check details have been Submitted

You information has been submitted and we are awaiting the response from the Background Check Service Provider. After we have received that background check from the provider, this page will be marked as complete. Thank You.

The details that have been submitted are as follows:

Name: *Your Full Name*

Address: *Your Address*

Location: *Your Address (City, State, ZIP)*

Phone: *Your Phone Number*

Date of Birth: *Your Date of Birth*

SSN: *XXXX*

Date Submitted: *Current Date Here*

Fair credit reporting act disclosure document