

Diocese of Des Moines

User Guide for CMG Connect Driver Training

Employees and volunteers seeking to become approved drivers for the Diocese of Des Moines and its associated schools, parishes, and organizations must complete the training and MVR submission process. Driver approval is all completed online and takes about 20-25 minutes total. Volunteers and employees seeking to be approved drivers can use the link below to get started. **Be sure to choose DRIVER as a role (in addition to the employee or volunteer role during account set up).**

CMG Connect link: <https://desmoines.cmgconnect.org/>

After you've created your account, you'll find the "My Trainings" tab on the left side of the webpage, and you'll select the Defensive Driving Curriculum module:

Required Trainings

Defensive Driving Curriculum & Motor Vehicle Report

For ALL INDIVIDUALS driving on behalf of the Diocese

Defensive Driving Curriculum & Motor Vehicle Report - Des Moines

Includes: Be Smart - Drive Safe II video; Driver Questionnaire; Diocesan Auto Policy; MVR

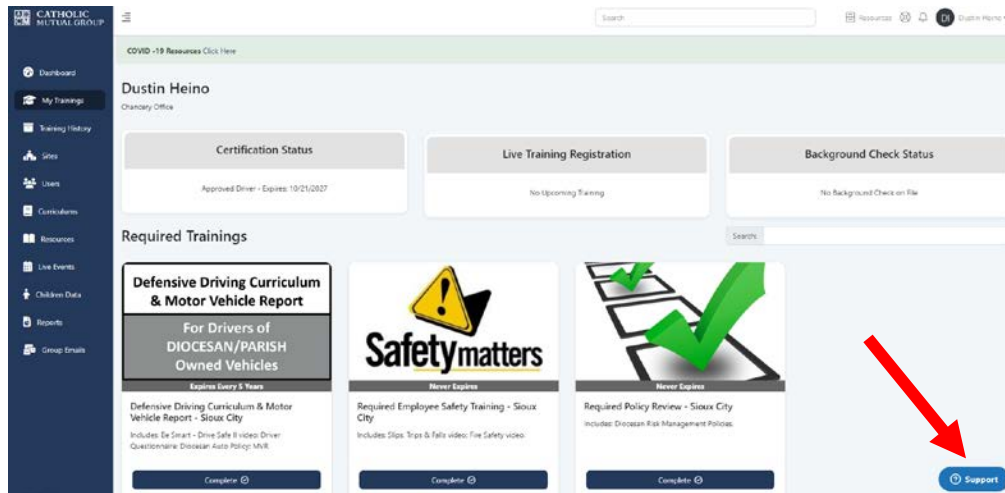
Resume ↻

After you've watched the required videos, and reviewed the Diocese of Des Moines Auto Policy, you'll click submit and it will automatically send the motor vehicle record (MVR) request to Catholic Mutual to be processed. **There will be no information sheet to submit and you do not need to send the certificate showing completion.** The driver checklist should look like this, but with all green checks after you've completed the program.

The screenshot displays the 'Defensive Driving Curriculum & Motor Vehicle Report - Des Moines' interface. On the left, a checklist under 'Overview' shows the following items with green checkmarks: 'Be Smart - Drive Safe II Video', 'Driver Questionnaire', and 'Diocese of Des Moines Auto Policy'. The 'MVR Check' item has a yellow checkmark icon. A green circle highlights the 'Be Smart - Drive Safe II Video' and 'Driver Questionnaire' items. The main content area shows a PDF document titled 'Vehicle and Driver Safety Policy - APPROVED.pdf' with the text: 'DIOCESE OF DES MOINES VEHICLE AND DRIVER SAFETY POLICY'. Below the title, the 'PURPOSE' and 'I. DRIVERS' sections are visible. A 'Next Page' button is at the bottom.

The Diocese and Dustin Heino of Catholic Mutual Group are able to look up users in CMG Connect throughout the entire process. If you are unsure if you've completed the training platform as required, please don't hesitate to contact the Diocese or Dustin to inquire.

If you run into any issues completing the CMG Connect process, you can also reach out to our home office team that's dedicated to assisting CMG Connect users with navigating through the process. You can chat with these reps using the icon shown in the bottom right of the CMG Connect Website.



After you've completed the program, Catholic Mutual Group typically get the results of the MVR back within 1-3 business days. If you have any questions or concerns, please don't hesitate to contact myself or Jacki.



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