

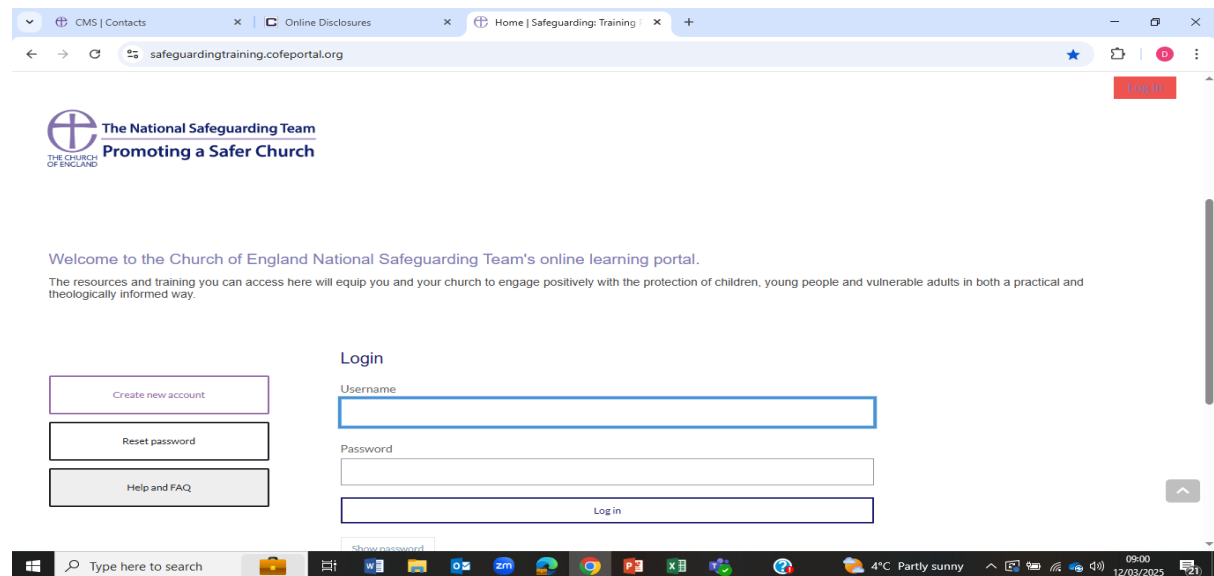
How to create an account on the Church of England Safeguarding Training Portal

You must have an email address to be able to use the safeguarding training portal.

Use the following link to access the Church of England Training Portal:

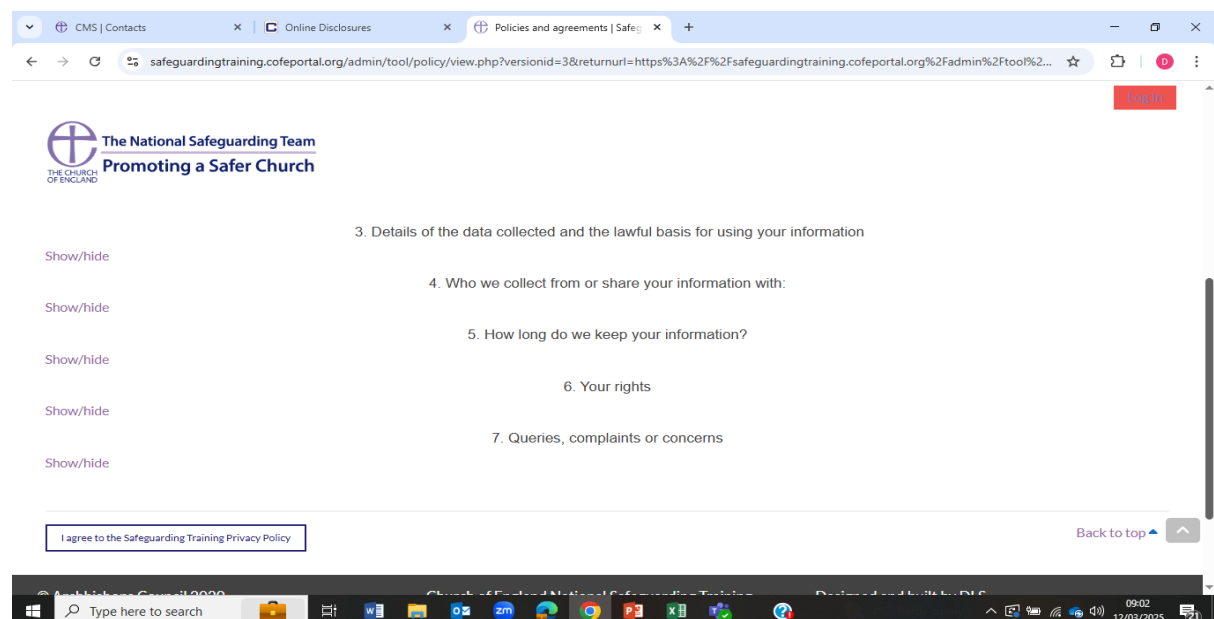
<https://safeguardingtraining.cofeportal.org/>

This should bring you to the following page of the portal:



The screenshot shows the login page of the Church of England National Safeguarding Team's online learning portal. The page has a header with the logo and text 'The National Safeguarding Team Promoting a Safer Church'. Below the header, there is a welcome message and a brief description of the portal's purpose. On the left side, there are three buttons: 'Create new account', 'Reset password', and 'Help and FAQ'. On the right side, there is a 'Login' section with fields for 'Username' and 'Password', and a 'Log in' button. A 'Show password' link is also visible below the password field. The browser's address bar shows the URL 'safeguardingtraining.cofeportal.org'.

Click on the first box on the left hand side of the screen 'Create new account' – this will take you to the privacy notice screen, once you have read through the details scroll down to the bottom of the page



The screenshot shows the privacy policy page of the Church of England National Safeguarding Team's online learning portal. The page has a header with the logo and text 'The National Safeguarding Team Promoting a Safer Church'. Below the header, there is a list of sections with 'Show/hide' links: 3. Details of the data collected and the lawful basis for using your information, 4. Who we collect from or share your information with, 5. How long do we keep your information?, 6. Your rights, and 7. Queries, complaints or concerns. At the bottom of the page, there is a checkbox labeled 'I agree to the Safeguarding Training Privacy Policy' and a 'Back to top' link. The browser's address bar shows the URL 'safeguardingtraining.cofeportal.org/admin/tool/policy/view.php?versionid=3&returnurl=https%3A%2F%2Fsafeguardingtraining.cofeportal.org%2Fadmin%2Ftool%2F...'.

At the bottom of the page click on the box 'I agree to the Safeguarding Training Privacy Policy'

You will then reach the following screen:

The screenshot shows a web browser window with the URL `safeguardingtraining.cofeportal.org/login/signup.php`. The page header includes the logo for 'The National Safeguarding Team' and the tagline 'Promoting a Safer Church'. The main heading is 'New Account'. Below this, there is instructional text: 'Before registering, you may wish to add noreply@mail.safeguardingtraining.cofeportal.org to your e-mail account's "safe-senders" list.' It also states that required fields are marked with a white exclamation mark inside a green circle. A note mentions that if there is a problem with registration, the form will be displayed again with affected fields highlighted in red, with an example image showing a red box around a field and the text '- Missing email address'. A link to the 'Registration' section of the 'Help and FAQ' page is provided. The form fields visible are 'Username' and 'Password', both with green exclamation marks indicating they are required. A 'Login' button is in the top right corner.

Fill in all the details on the form, you will need to create a user name and password.

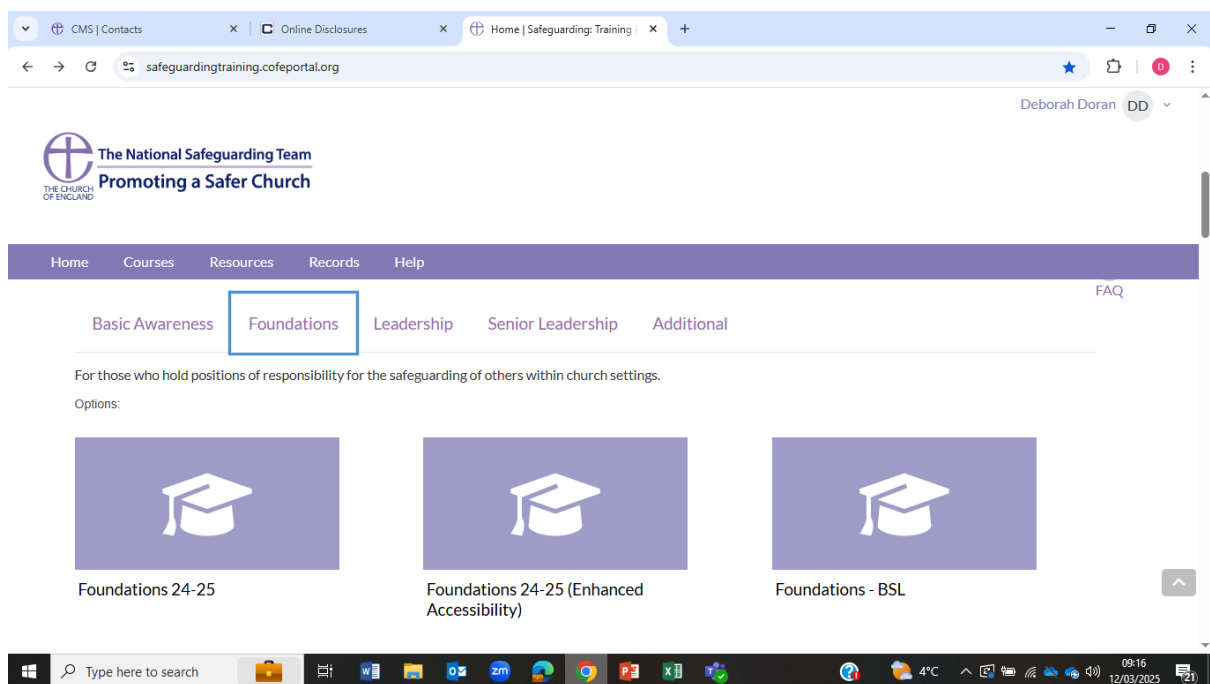
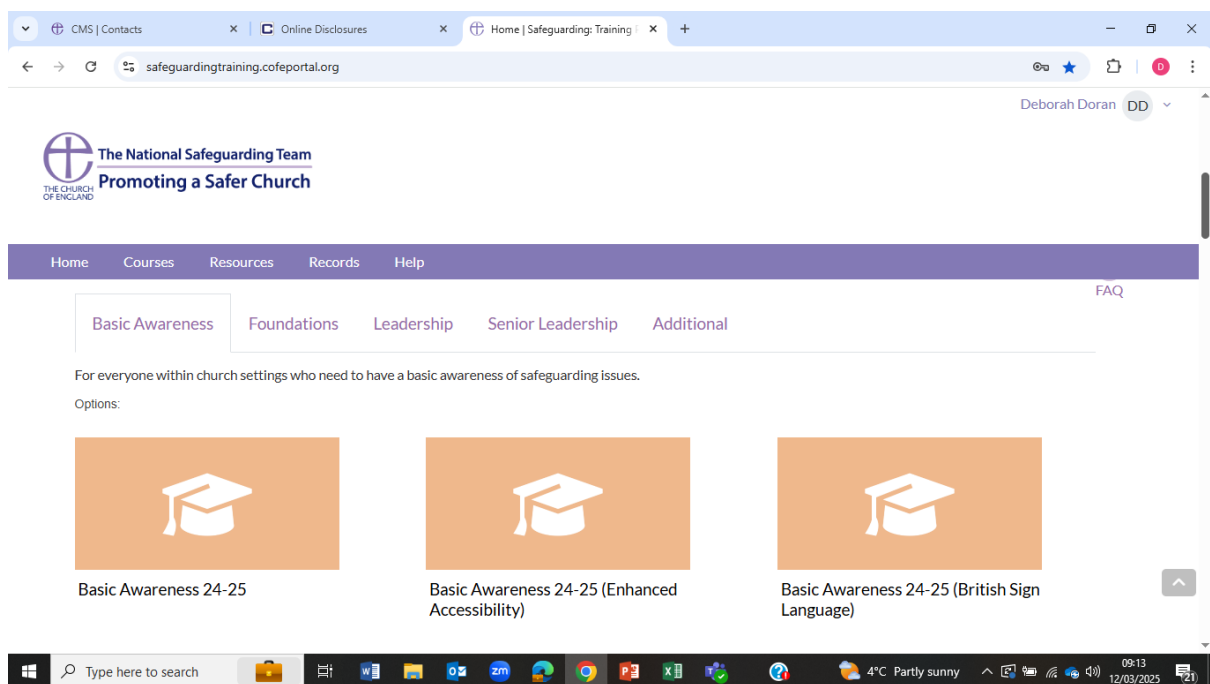
At the bottom of the form there is the facility to insert the email details of your PSO so that they will be able to view your training record.

This screenshot shows the same 'New Account' page, but with more form fields visible. Below the 'Username' and 'Password' fields, there are three dropdown menus: 'Training Institution' (with the option 'Not part of a Training Institution' selected), 'Religious Community' (with 'Not applicable' selected), and 'Role in church'. Below these is a text field for 'Local reporting (allow a user with the following email address to view my training record)'. At the bottom of the form are two buttons: 'Create my new account' and 'Cancel'. A green exclamation mark icon is visible next to the 'Training Institution' dropdown. The 'Login' button remains in the top right corner.

Once all the details are complete click on the 'create my new account' box

Once the portal has received your new account request you will receive an email from them, you will be asked 'To confirm your new account, by clicking on the link provided'. Once you have verified your email then you will be able to access the online training.

When you access the portal to start the training you will see the following screen:



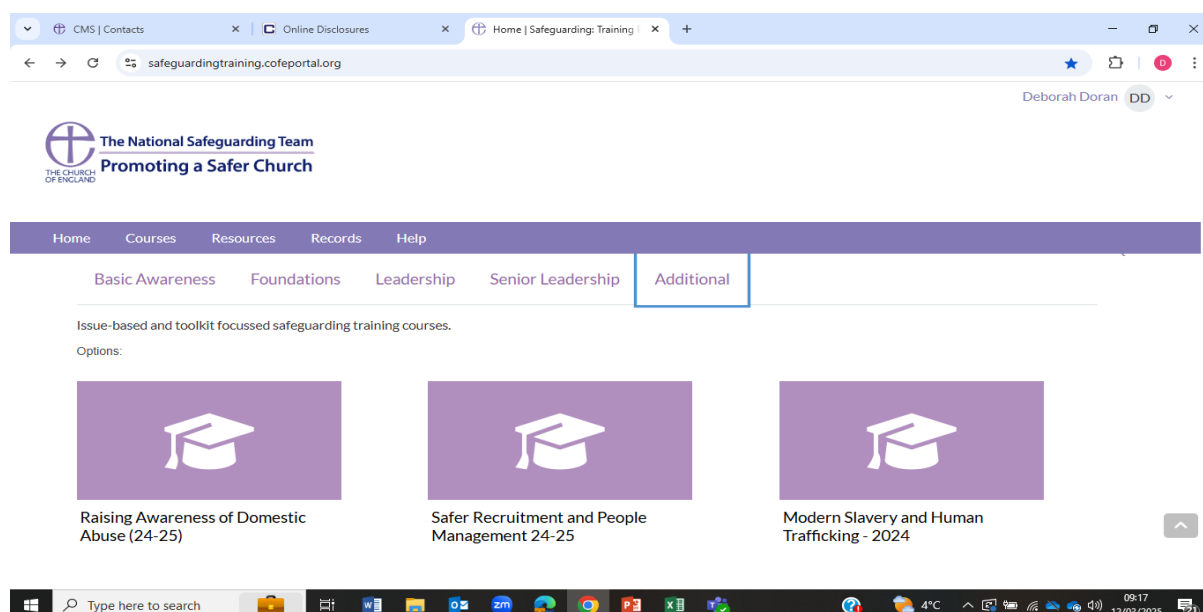
Use the tabs –Basic Awareness or Foundations to access the training you are wanting to complete. To start the training click on the relevant orange box for basic and the relevant blue box for foundation

- The box on the left is the training course
- The middle box offers the same course with enhanced accessibility
- The box on the right offers the same course with British Sign Language

The leadership training is only delivered face to face so cannot be completed on this portal.

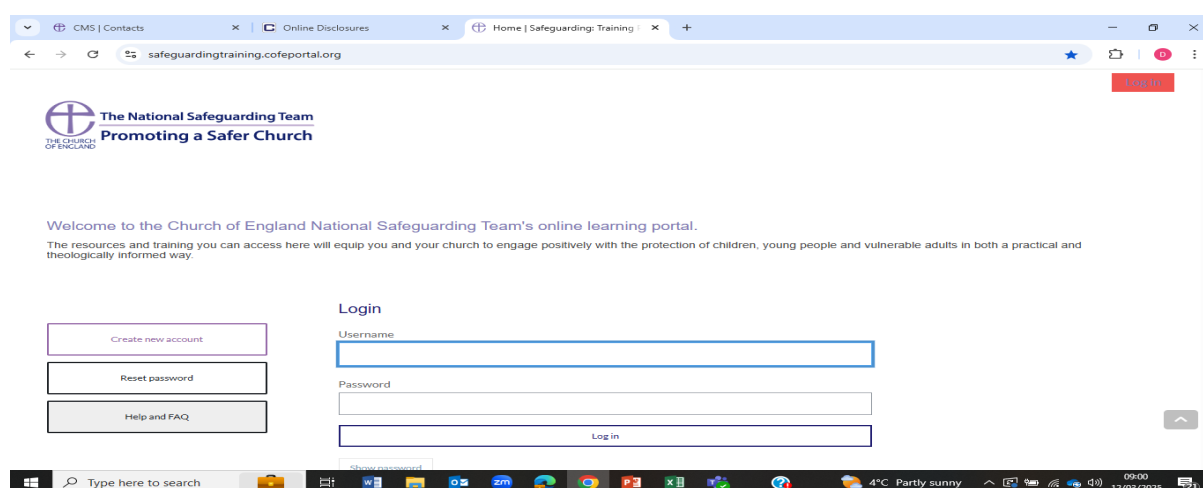
Please review our guide on how to access the leadership training if you require this.

The following training courses can also be completed using this training portal:



Once you have completed any of the online training courses you will be automatically emailed a certificate, please ensure you let your Parish Safeguarding Officer have a copy for their records.

You can complete the online training at your own pace and can log out at any time, if you want to re-enter the training you will need to log in using the training portal link (as at the beginning of this guide) then enter your user name and password details and press login.



PLEASE NOTE ANY ISSUES ACCESSING THE TRAINING PORTAL OR ISSUES WHILST YOU ARE COMPLETING THE TRAINING CANNOT BE DEALT WITH BY THE DIOCESE YOU WILL NEED TO CONTACT THE C OF E TRAINING PORTAL BY EMAILING THE FOLLOWING:

elearning@mail.safeguardingtraining.cofeportal.org