How to make an account

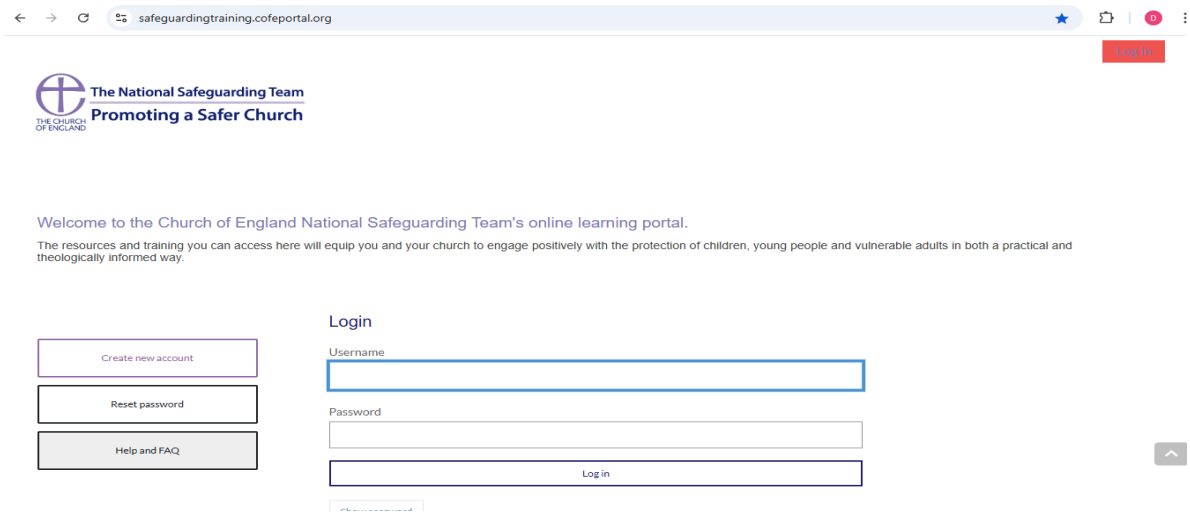
You must have an email address to be able to use the safeguarding training portal.

Step 1

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

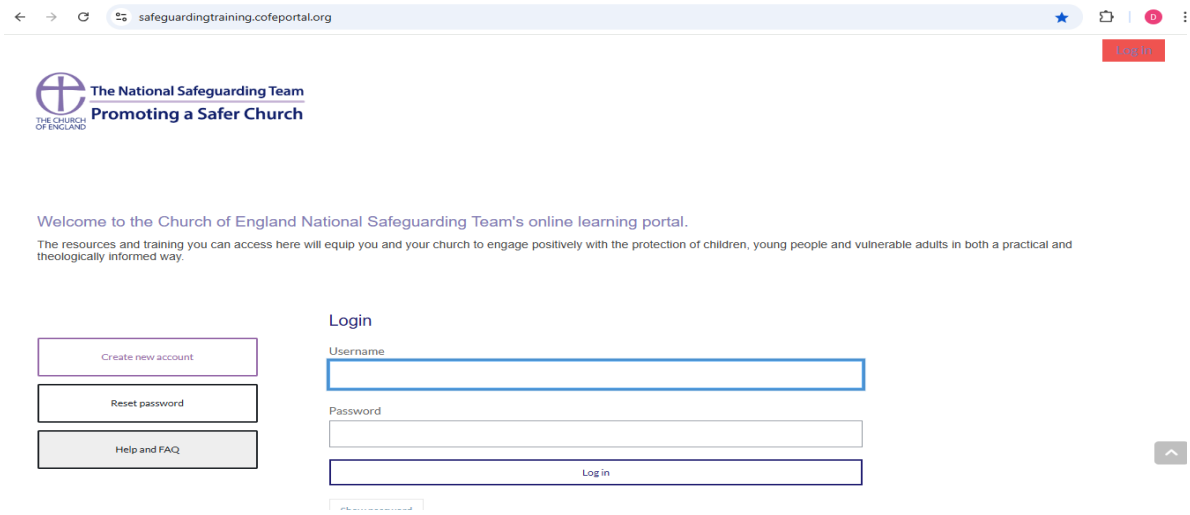
https://safeguardingtraining.cofeportal.org/

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



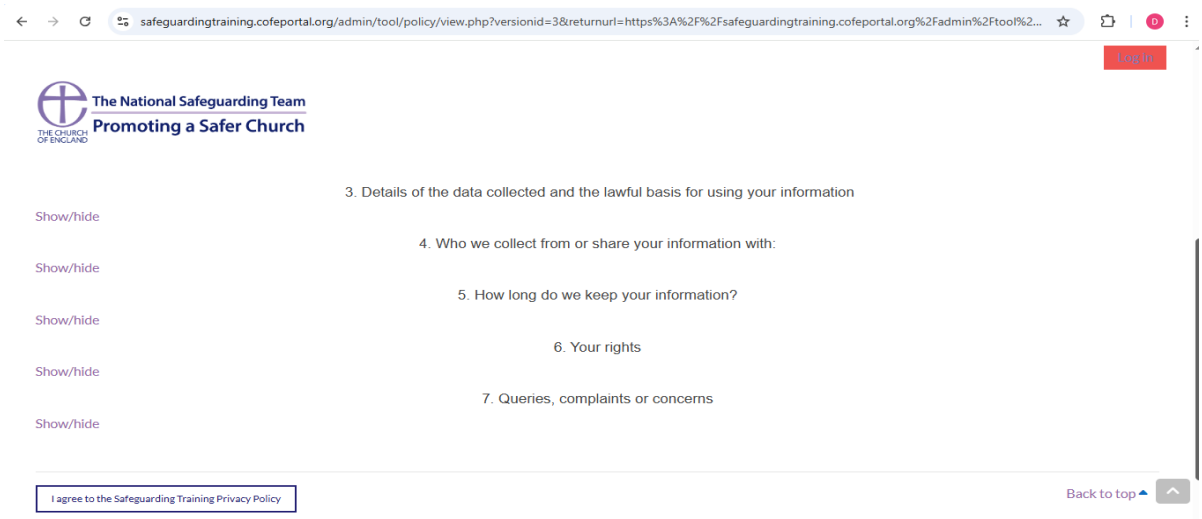
Step 2

Click on the first box on the left-hand side of the screen “Create new account”



Step 3

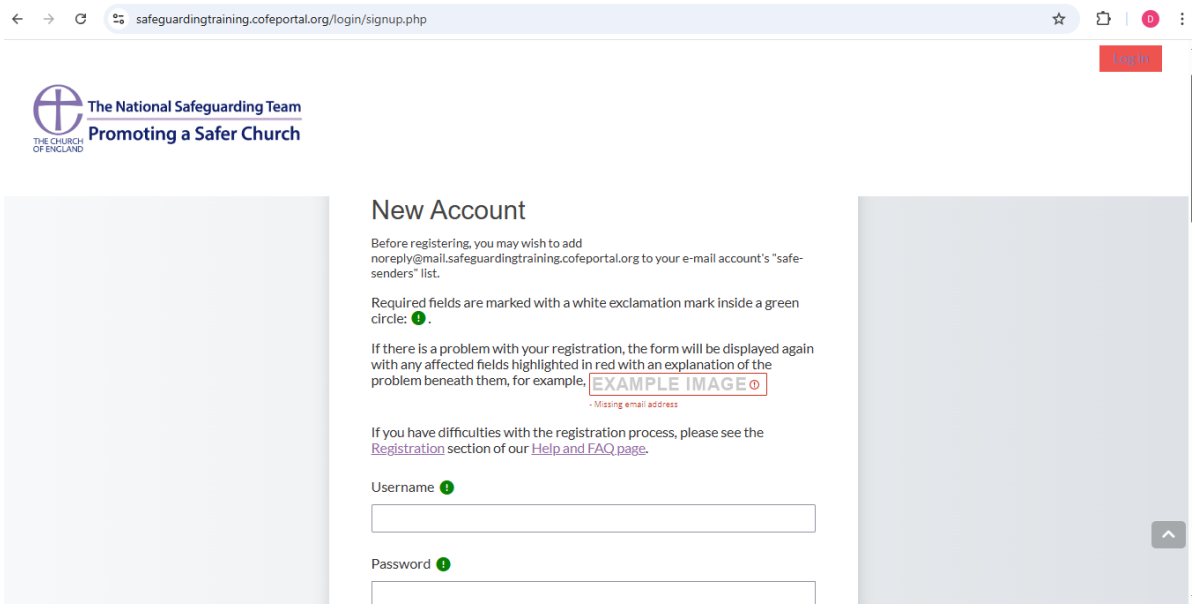
This will take you to the privacy notice screen, once you have read through the details scroll down to the bottom of the page



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

Step 4

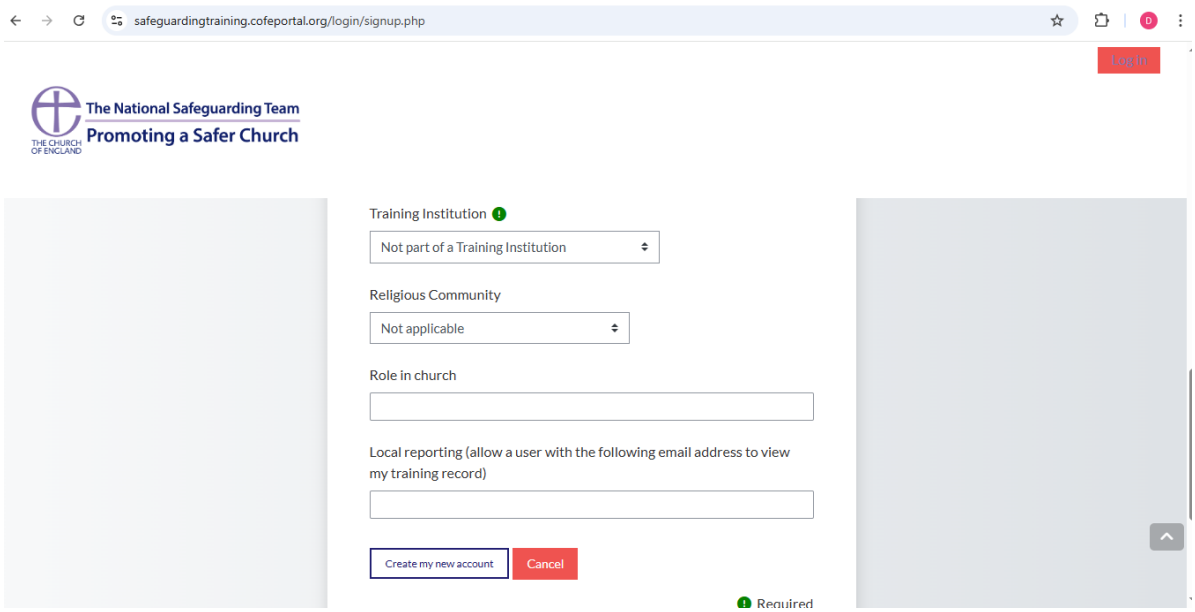
You will then reach the following screen:



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

Note

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.



Step 4 (Continued)

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

Step 5

Check your emails for an email from the portal.

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”. Click this link.

Once you have verified your email then you will be able to access the online training.