

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:

The screenshot shows a web browser window with the URL safeguardingtraining.cofeportal.org. The page features the logo of The National Safeguarding Team, The Church of England, with the tagline "Promoting a Safer Church". Below the logo is a welcome message: "Welcome to the Church of England National Safeguarding Team's online learning portal. The resources and training you can access here will equip you and your church to engage positively with the protection of children, young people and vulnerable adults in both a practical and theologically informed way." On the left side, there are three buttons: "Create new account" (highlighted with a purple border), "Reset password", and "Help and FAQ". On the right side, there is a "Login" section with a "Username" input field, a "Password" input field, and a "Log in" button. A red "Log in" button is also visible in the top right corner of the browser window.

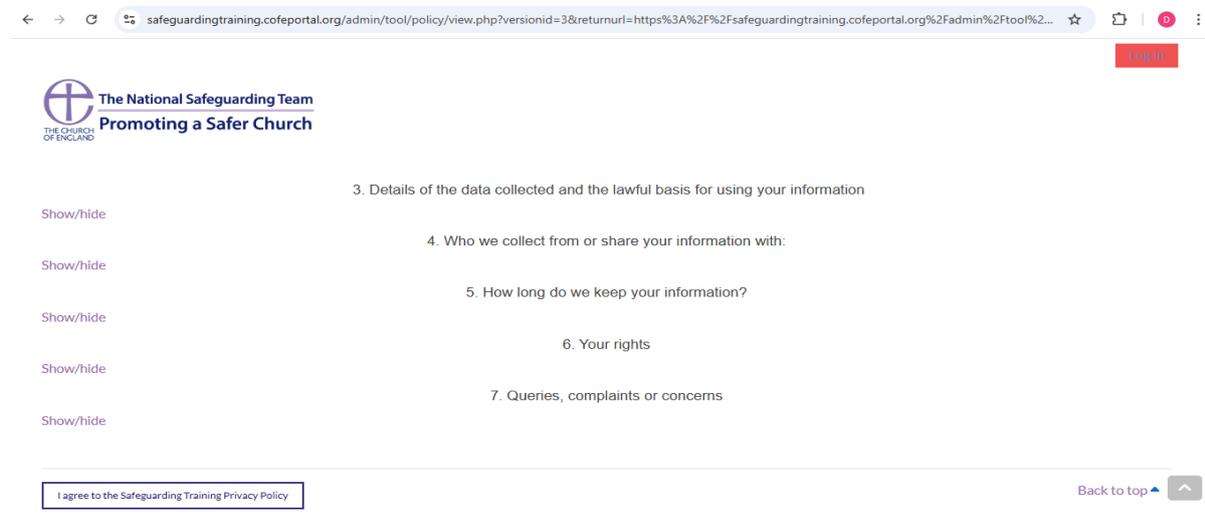
Step 2

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

This screenshot is identical to the one above, showing the same web browser window and page content. The "Create new account" button is highlighted with a purple border, and the "Log in" button in the top right corner is red.

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



The screenshot shows a web browser window with the URL `safeguardingtraining.cofeportal.org/admin/tool/policy/view.php?versionid=3&returnurl=https%3A%2F%2Fsafeguardingtraining.cofeportal.org%2Fadmin%2Ftool%2F...`. The page header includes the logo for 'The National Safeguarding Team' and 'Promoting a Safer Church'. The main content area lists several sections of the privacy policy, each with a 'Show/hide' link:

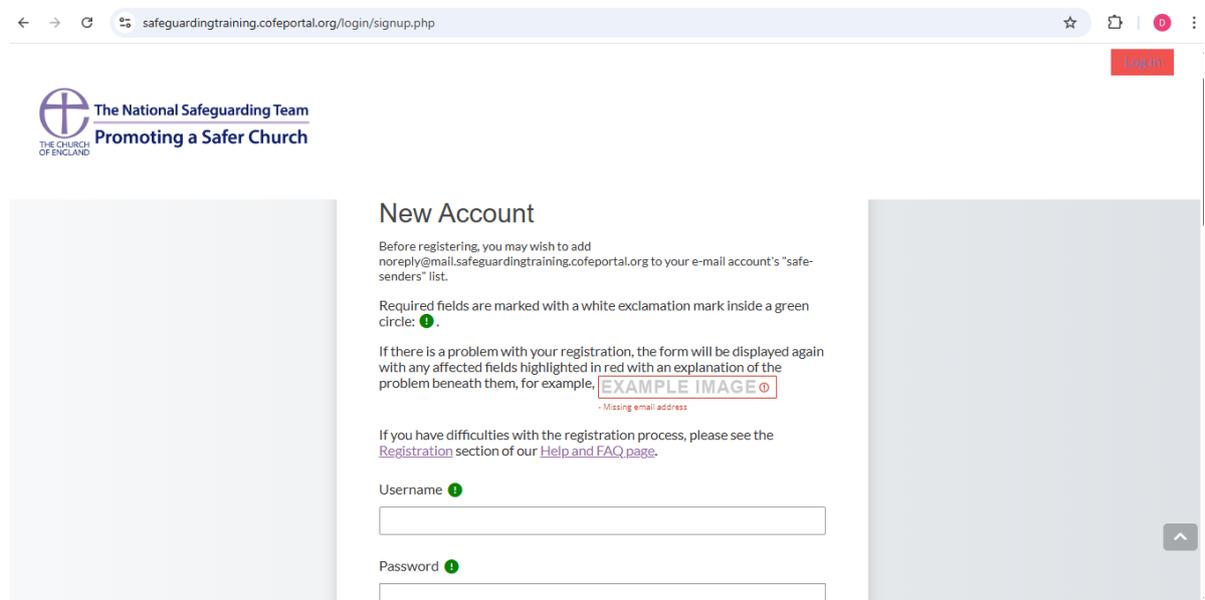
- 3. Details of the data collected and the lawful basis for using your information
- 4. Who we collect from or share your information with:
- 5. How long do we keep your information?
- 6. Your rights
- 7. Queries, complaints or concerns

At the bottom of the page, there is a button that says 'I agree to the Safeguarding Training Privacy Policy' and a 'Back to top' link.

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:



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 'Promoting a Safer Church'. The main content area is titled 'New Account' and contains the following text:

Before registering, you may wish to add `noreply@mail.safeguardingtraining.cofeportal.org` to your e-mail account's "safe-senders" list.

Required fields are marked with a white exclamation mark inside a green circle: !

If there is a problem with your registration, the form will be displayed again with any affected fields highlighted in red with an explanation of the problem beneath them, for example, **EXAMPLE IMAGE** - Missing email address

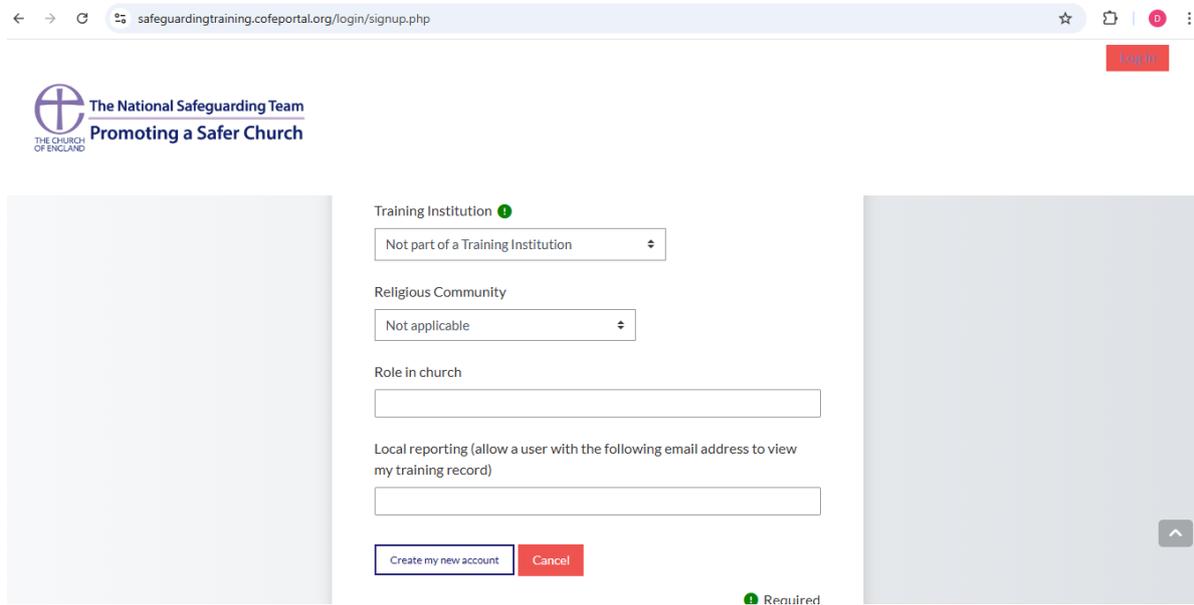
If you have difficulties with the registration process, please see the [Registration](#) section of our [Help and FAQ page](#).

The form includes two input fields: 'Username' and 'Password', both marked with a green exclamation mark icon. The 'EXAMPLE IMAGE' field is highlighted in red, indicating a missing email address.

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.



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 'Promoting a Safer Church' under 'THE CHURCH OF ENGLAND'. A red 'login' button is in the top right. The main form area contains the following fields:

- Training Institution** (marked as required): A dropdown menu with the selected option 'Not part of a Training Institution'.
- Religious Community**: A dropdown menu with the selected option 'Not applicable'.
- Role in church**: An empty text input field.
- Local reporting (allow a user with the following email address to view my training record)**: An empty text input field.

At the bottom of the form are two buttons: 'Create my new account' (blue) and 'Cancel' (red). A green 'Required' label is positioned at the bottom right of the form area.

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.