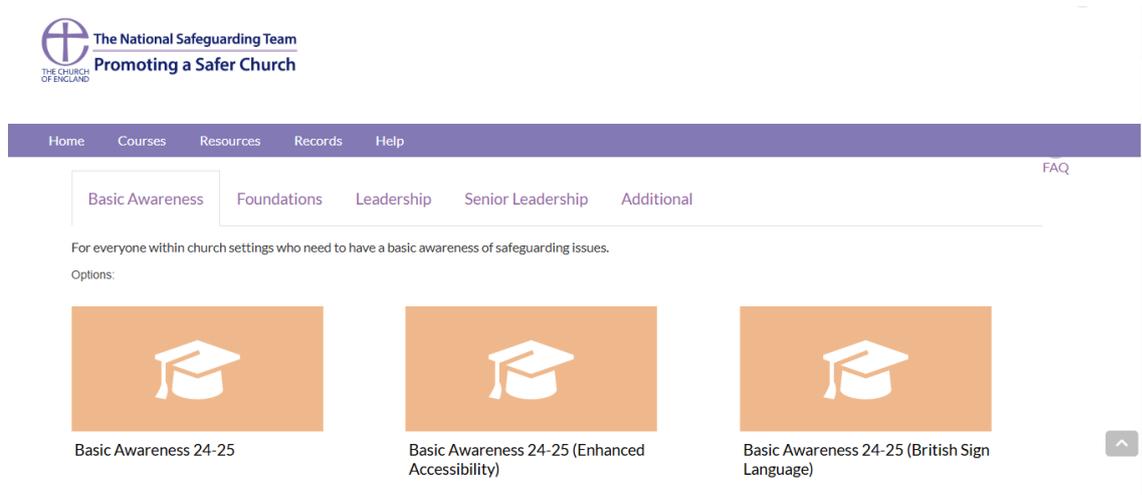# How to access Safer Recruitment and People Management Training

Step 1

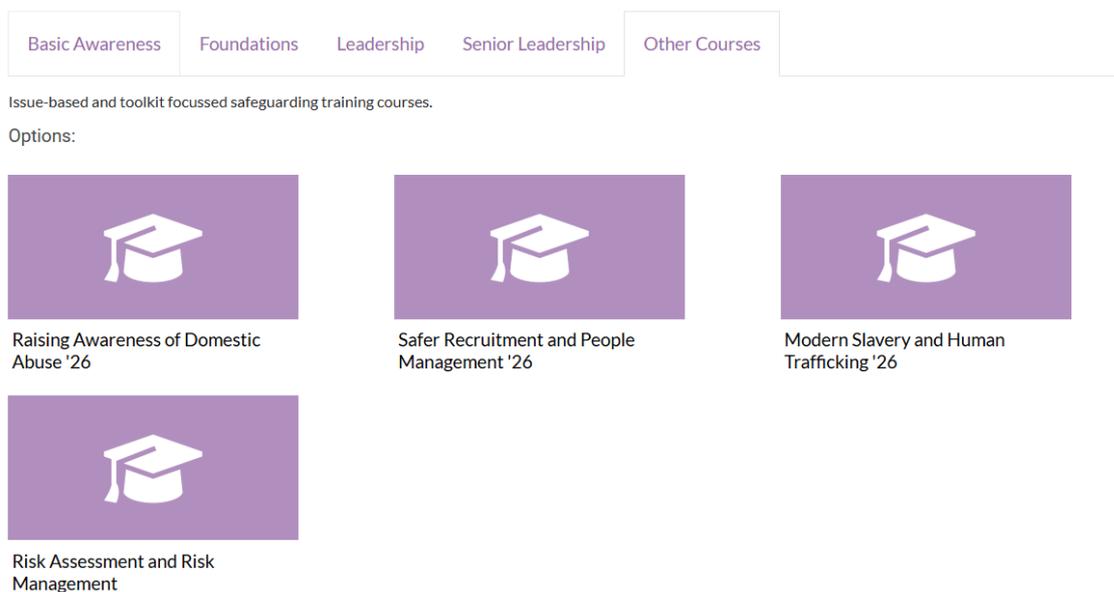Log into the portal here: Home | Safeguarding: Training Portal

Enter your username and password details and press login.

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

Step 2

Using the tabs, select the Other Courses tab (See image below)

Step 3

To start the training click on the relevant box

Step 4

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

Note

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)

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