

SAFER

Help with accessing online courses



We have had a number of emails with people having difficulty in logging into the on-line training. This is a step by step guide how to access the on-line courses

How to complete portal based training online:

1) Click on link to National Safeguarding team training portal - safeguardingtraining.cofeportal.org

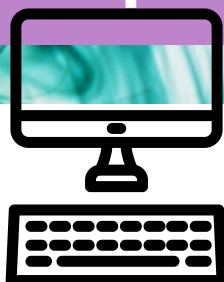
2) Click on '*create new account*' if you have not previously registered for one, don't forget to give the name of your church. If you have previously registered sign in and go to step 6. (If you have forgotten your password, then you should be able to click the forgotten password link and be sent an email to reset it. If you do not see it, check your junk email folder. If you still have problems contact the portal support email: elearning@safeguardingtraining.cofeportal.org

3) Enter your details.

4) Enter '*Diocese of Peterborough*'. Don't forget to give your Church/ fresh expression name , location and the role that you have,

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5) Enter '*not part of training institution*' on institution drop down box

6) Go to '*Courses*', at the top left hand side of the screen, and choose the relevant course:

- Basic Awareness Safeguarding Training (formerly C0 and approximately 75 minutes)
- Foundation Safeguarding Training (formally C1 and approximately 90 minutes)
- Safer Recruitment and People Management (approximately 1½ - 2 hours)
- Modern Day Slavery related training is under the resources heading.

7) Complete the relevant module, you can take a break and pick it up again from where you left off by clicking on the course again.

8) Once completed core module save/ print off certificate, as you may need to produce it at some point. It will also be helpful to save a copy, although you can also access it at any time through the portal. If you need to find your certificate again it can be found by clicking the triangle next to your name in the top right hand of the page, then click view profile and then My Certificates which is under the miscellaneous heading.