



The Church of England
in Essex and East London
Diocese of Chelmsford

Safeguarding Training

chelmsford.cofelearning.org

Prepared By



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Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later.

Here are the steps:

1. Fill out the **New Account** form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Create new account

When you visit the site you will be asked to log in or create an account.

If this is your first time then you will need to click on the Create a new account button to the right of the page.

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password*

Unmask

▼ More details

Email address*

Email (again)*

First name*

Surname*

City/town

Country

▼ Other fields

Profile Field Parish*

Create my new account Cancel

There are required fields in this form marked *.

You will then be taken to a screen to create a new account. Please fill in the details as instructed. The following rules apply.

Username has to be all in lowercase.

Password must contain at **least 8 characters** and for security contain at least 1 digit, include an upper and lowercase letter and a non alphanumeric character.

The email address has to be a working account that you can access to approve the registration.

Some registration forms may require additional information for reporting such as your 'Parish Code'.

An email should have been sent to your address at **XXX@gmail.com**

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

Once the form is validated and approved you will be shown a message that informs you that an email has been sent to your address for you to approve.

Hi

A new account has been requested at 'Safeguarding training' using your email address.

To confirm your new account, please go to this web address:

<http://cofelearning.org/login/confirm.php?data=C7G98qcQi2GZQOE>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Check your email account. After a few minutes an email should appear with a link to click on to confirm the account.

If the message doesn't appear in your inbox please check junk/spam folders.

Log in

Username

Password

Forgotten password

Once you have clicked on the link you will be logged in to the course.

When you return to the site you can enter your username and password on the left hand side of the page to access your account

Available courses

Child Safeguarding Course

Adult Safeguarding Course

Once you have logged in the available courses will be visible on the home page.

Enrolment options

Child Safeguarding Course

Self enrolment (Student)

No enrolment key required.

Enrol me

Select a course and click on the Enrol Me button.

Number of attempts allowed: Unlimited
Number of attempts you have made: 0
Grading method: Highest attempt
Grade reported: None

The page will then be replaced with the option to start the course.

Mode: Preview Normal

Click the Enter button to start the training course.

Enter

Follow the instructions throughout the course. It should take between 20 - 40 mins to complete.

You will need to select a checkbox at the end of the training to verify that you have understood the course.

Once you have finished you will have the option to download a printable certificate. You can customise your certificate with your name and the date that you completed the training using Adobe Acrobat reader.

To finish the course please select Exit Activity from the top right of the screen to stop the course.

James Cottle

Edit profile

Log out

You can click on your name in the top right of the page to edit your profile, including changing your email address or log out from the training.