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

Safeguarding Training

chelmsford.cofelearning.org

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   Select a 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 iinformation 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=C7G98qcQi2GZOQE

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.

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

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

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

Mode: ○ Preview ● Normal

Enter

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

Click the Enter button to start the training course.

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.

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.