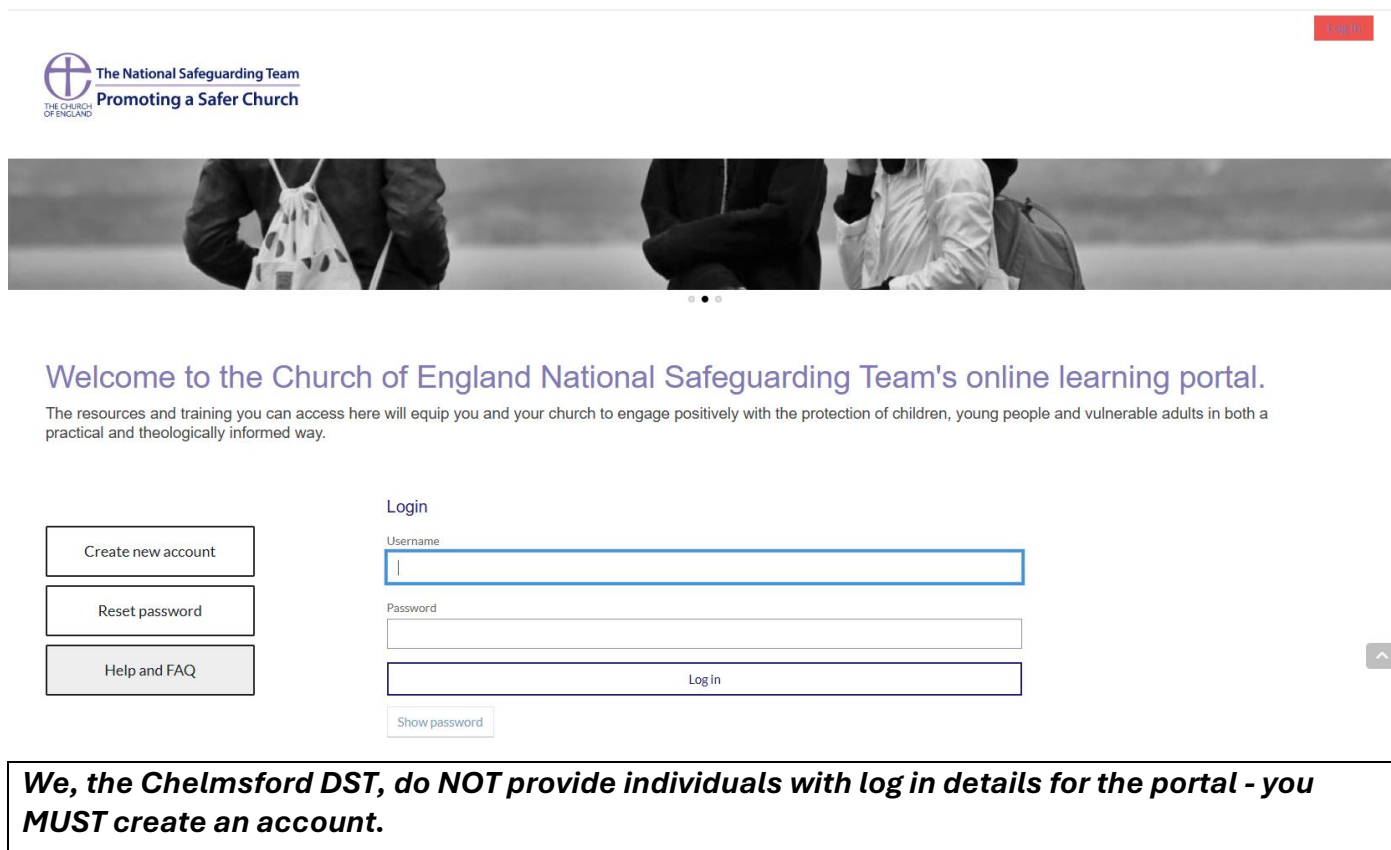


C of E National Safeguarding Team's e-Learning portal (website): How to create an account/start

Please go to The Church of England National Safeguarding Team's online Learning Portal (website) - <https://safeguardingtraining.cofeportal.org/> and the page you see should look something like this:



The screenshot shows the login page of the Church of England National Safeguarding Team's online learning portal. At the top left is the logo for 'The National Safeguarding Team Promoting a Safer Church'. At the top right is a red 'Login' button. Below the logo is a banner image showing people in protective suits. The main heading is 'Welcome to the Church of England National Safeguarding Team's online learning portal.' followed by a paragraph: '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', 'Reset password', and 'Help and FAQ'. On the right side, there is a 'Login' section with a 'Username' field, a 'Password' field, a 'Log In' button, and a 'Show password' link. A small upward arrow button is also visible on the right side of the login section.

We, the Chelmsford DST, do NOT provide individuals with log in details for the portal - you MUST create an account.

- Assuming you have not previously created an account with the Church of England Safeguarding Training Portal (website) please click on the 'Create New Account Button'- *Before doing this, we recommend that you add noreply@mail.safeguardingtraining.cofeportal.org to your e-mail contacts/address book (or safe-senders list) as some e-mail providers can block automatic e-mails unless you tell them not to, and this address is used to send the automatic e-mails from the site, including the account-confirmation and pass-confirmation messages.*

- After clicking on the 'Create New Account Button' a Safeguarding Training Privacy Policy will appear after clicking on Create new account. You will not be able to proceed to creating an account until you have selected '**I agree to the Safeguarding Training Privacy Policy**' at the bottom of the page:

The National Safeguarding Team
Promoting a Safer Church

Data Controller

Show/hide

1. Why we collect and use your personal data
2. The categories of data we collect (including cookies)
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

Show/hide

I agree to the Safeguarding Training Privacy Policy

Back to top

- When you're creating your training account there are 3 fields that can cause the process of creating an account to stall if the submitted information doesn't match the required criteria:

1. Username

- Please choose a username that you will easily remember since you will be using it every time you log into the Training Portal.
- You will have to choose a username that hasn't already been used to set up an account on the Training Portal - if you try and create an account with a username that has already been used (perhaps by somebody with a similar name), a message will be displayed by the field, and you will need to choose a different username.
- A username can only contain alphanumeric lower-case characters (letters and numbers), underscore (_), hyphen (-), period (.) or at symbol (@).

2. Password

- The password must have at least 8 characters, at least 1 numerical digit, at least 1 lower case letter, and at least 1 upper case letter.

3. Email Address

- Similarly to the username, this must have not been previously used (for example, by another family member using a shared e-mail address) to set up an account on the Training Portal (website).

If the contents of a field won't allow registration to be completed, this will be mentioned in a separate message once the "Create my new account" button has been pressed.

Please note: Under ‘My Organisation Details’:

- If you do not enter your **Diocese** as ‘**CHELMSFORD**’ we, the Chelmsford DST won’t be able to see your completion dates AND you will not show up on your parish’s e-Learning report and it will therefore be assumed that you have not completed it.
- If you do not enter your **church name (including the village/town/area) spelt correctly**, your training record might not show up on your parish’s e-Learning report and it will therefore be assumed that you have not completed it.
- There is an optional field called ‘Local Reporting’ and if you add your PSO’s email address this should enable your PSO to view your course completion dates – this way they won’t have to chase you for your certificate(s)!

- Once you have entered in all the details correctly, please click on ‘Create My New Account’. An email should then be sent to the email address that you provided.

If you still have difficulty creating a training e-Learning account, please email The Church of England National Safeguarding Team directly (elarning@mail.safeguardingtraining.cofeportal.org) and provide the following information so that they can manually create a training account for you:

- **The e-mail address that you would like to use:**
- **Your full name:**
- **Your Diocese:** Chelmsford
- **Parish/Church name(s) & area:** e.g St Andrew Boreham
- **Your Church Role(s):**

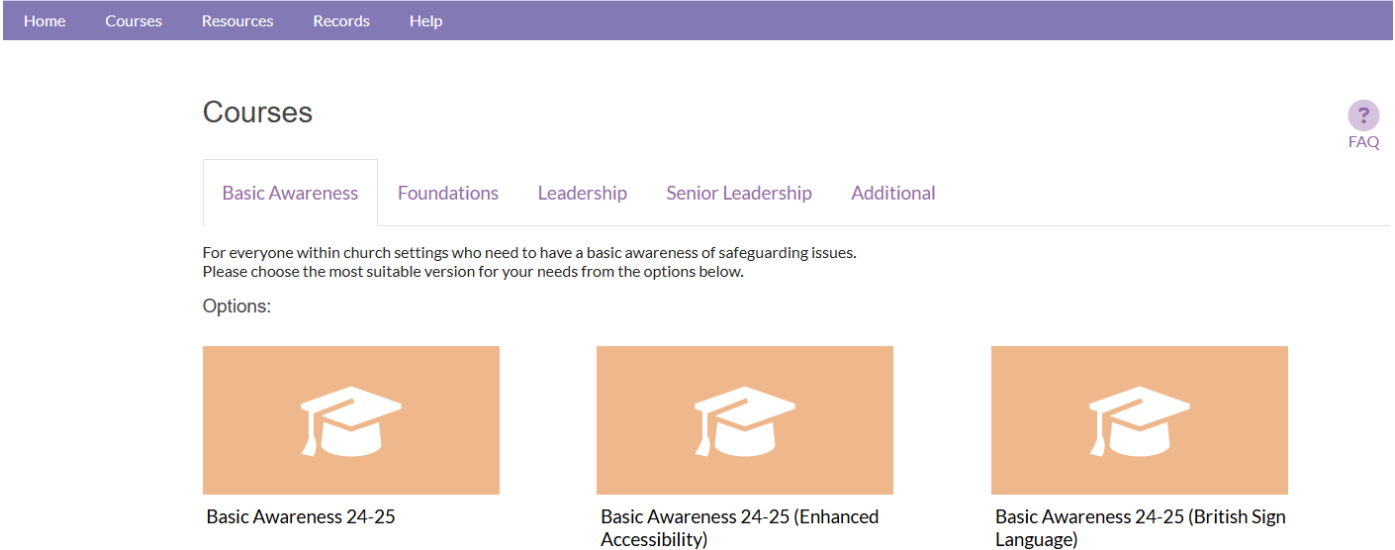
PLEASE **DO NOT** CONTACT THE CHELMSFORD DST, AS WE DO NOT CONTROL THE TRAINING PORTAL (WEBSITE) AND WOULDN’T BE ABLE TO HELP.

- Upon clicking on the confirmation email, you will be informed that a new account has been successfully created and to click on the ‘continue’ button to access the portal (website).

Please note: accounts which have not been activated within **seven days** will be automatically cleared from the system

- Once you have clicked on 'continue' a page should then appear entitled 'Welcome to the Church of England National Safeguarding Team's Online Learning Portal' and if you scroll down slightly you should be able to see some course names in purple (this page will automatically show the different versions of the Basic Awareness Course as graduation hats in boxes).

If you're trying to access the 'Raising Awareness of Domestic Abuse' or 'Safer Recruitment and People Management course' please click on the purple word that says 'Additional'.




Home Courses Resources Records Help

Courses


Basic Awareness Foundations Leadership Senior Leadership Additional

For everyone within church settings who need to have a basic awareness of safeguarding issues. Please choose the most suitable version for your needs from the options below.


Options:



Basic Awareness 24-25



Basic Awareness 24-25 (Enhanced Accessibility)



Basic Awareness 24-25 (British Sign Language)

FAQ

The Basic Awareness course and Foundation course are available in 3 different formats:

- The original versions include a "text mode", which removes all interactions apart from using the "Next / Previous page" buttons and answering the assessment questions. If you would like to read these courses, without listening to the recorded audio, you can turn this on by clicking the 'Turn Text Mode On' button. You can turn the text mode off at any time during the course if you change your mind. *NB. By default, text mode will be used on mobile phone displays.*
- The **'Enhanced Accessibility'** versions use simpler language throughout and presents the full script for each slide (rather than summarised points) for easier screen reader integration.
- The **'British Sign Language'** versions are signed by a qualified BSL interpreter.

- Select the version which suits your needs and then click on 'ENTER COURSE' to begin.

If you have any queries you might be able to find the answer to your question by clicking on 'Help', otherwise please email The Church of England National Safeguarding Team directly (elearning@mail.safeguardingtraining.cofeportal.org)



Home Courses Resources Records Help

- Change My Password
- Support and FAQ
- Course Navigation and Controls
- Browser Audio Settings