

How to access the Church of England National Safeguarding Team's e-Learning courses

- If you need to find out which of the Church of England National Safeguarding Team's e-Learning courses you need to complete for your role, please go to our webpage called 'What Safeguarding courses am I required to do?'
<https://www.chelmsford.anglican.org/safeguarding/safeguarding-training/what-training-do-i-need-to-complete>
- To complete an e-Learning course please go to The Church of England National Safeguarding Team's online Learning Portal (website) - <https://safeguardingtraining.cofeportal.org/>.

Login



Welcome to the Church of England National Safeguarding Team's online learning portal.

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.

Login

Username

Password

- **If you have already created** an account with the Church of England Safeguarding Training Portal (website), you will just need to enter the Username and password that you provided when you originally made the training account and then click on 'Log in'.
- **If you cannot remember your password**, please click on 'Reset Password' - *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.*
- **If 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.

Data Controller

Show/hide

1. Why we collect and use your personal data

Show/hide

2. The categories of data we collect (including cookies)

Show/hide

3. Details of the data collected and the lawful basis for using your information

Show/hide

4. Who we collect from or share your information with:

Show/hide

5. How long do we keep your information?

Show/hide

6. Your rights

Show/hide

7. Queries, complaints or concerns

Show/hide

I agree to the Safeguarding Training Privacy Policy

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- When you're creating your training account there are three 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).*

Instructions about the restrictions on the Username and Password fields are displayed at all times and don't indicate that there is a problem - 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: 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 e-Learning report and it might be assumed that you have not completed it.

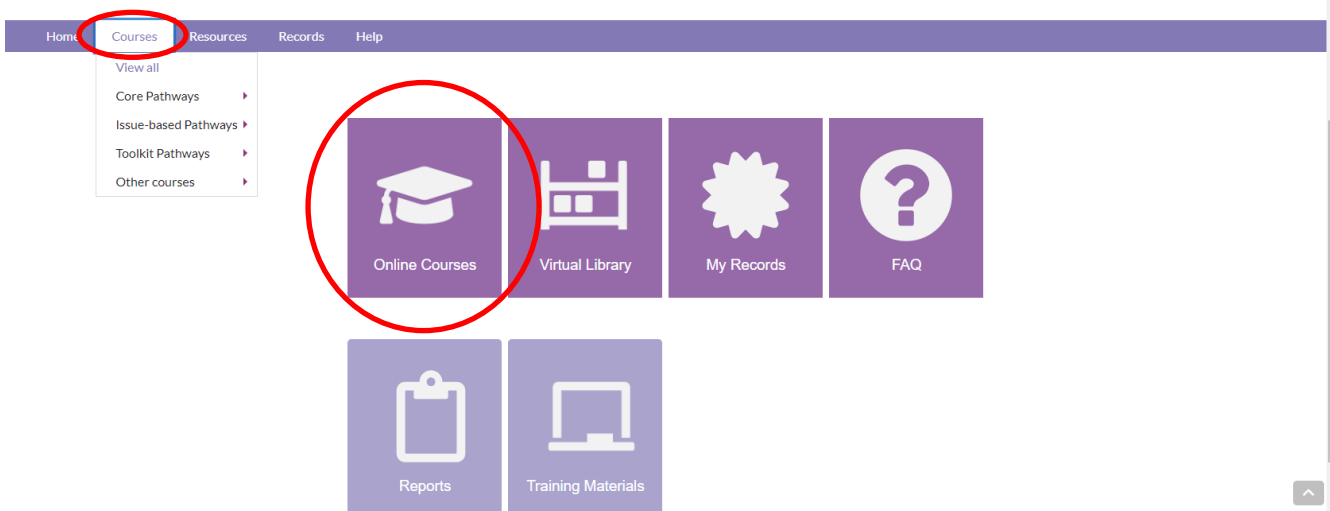
- Once you have entered in all the details correctly, please click on 'Create My New Account'. An email should then be sent to the email address that you provided.

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 DIOCESAN SAFEGUARDING TEAM, 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 click on 'continue' a page should then appear entitled 'Welcome to the Church of England National Safeguarding Team's Online Learning Portal'. The e-Learning courses can then be found either by clicking the purple Online Courses button (which looks like a graduation cap), or clicking on 'Courses' on the purple bar across the page, where a drop down list will show you all the available courses.



- Select the e-Learning course that you need to do and click on it, and you should then be able to select which version/format of the course you would need:

<p>Standard (CPD certified)</p>  <p>This is the standard version of the Basic Awareness course and is certified by the CPD service.</p>	<p>Enhanced Accessibility (EA)</p>  <p>The Enhanced Accessibility version uses simpler language throughout and presents the full script for each slide (rather than summarised points) for easier screen-reader integration.</p>	<p>British Sign Language (BSL)</p>  <p>This version of the course is signed by a qualified British Sign Language interpreter.</p>
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- Select the version which suits your needs and then click on ‘ENTER COURSE’ to begin.

We hope this guidance helped, but if you have any further queries you might be able to find the answer to your question by going to the ‘Support & FAQ’ section of the portal (website) - <https://safeguardingtraining.cofeportal.org/mod/page/view.php?id=1424>, otherwise please email The Church of England National Safeguarding Team directly (elearning@mail.safeguardingtraining.cofeportal.org) for help.