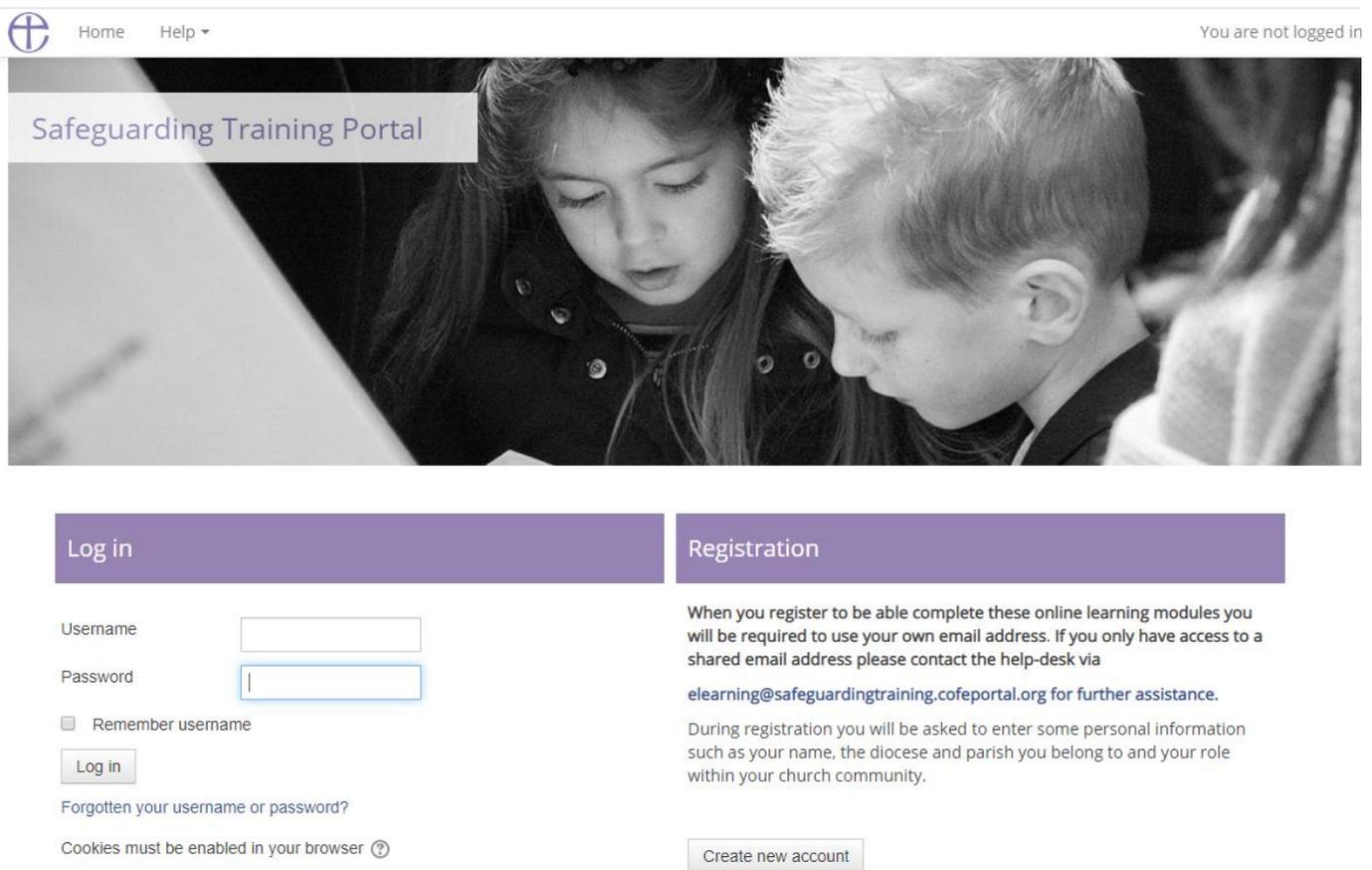


Hints and tips for using the Safeguarding Online Training Courses

The courses are delivered using your web browser and includes audio output - make sure your computer's audio is turned on and the volume set appropriately. (You can check this by playing a Youtube video which includes sound such as https://www.youtube.com/watch?v=z9xBFH_9R_E&feature=youtu.be)

The most straightforward way of accessing the courses is through the [National C of E Safeguarding Training Portal](#).

(You may also access this through the Chester Diocesan website by starting at the [Diocese Safeguarding page](#) and click on the training link towards the bottom of that page.) The first course described on the training page is the *Basic Awareness online course*. Follow the "click here" link to National Safeguarding training Portal.)



The screenshot shows the top navigation bar with a cross icon, 'Home', 'Help', and 'You are not logged in'. Below is a banner image of two children looking at a screen with the text 'Safeguarding Training Portal'. The main content area is split into two columns: 'Log in' and 'Registration'.

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Registration

When you register to be able complete these online learning modules you will be required to use your own email address. If you only have access to a shared email address please contact the help-desk via elarning@safeguardingtraining.cofeportal.org for further assistance.

During registration you will be asked to enter some personal information such as your name, the diocese and parish you belong to and your role within your church community.

You must register to join any of the courses.

Click **“create new account”** on the right when you access the Training Portal login page.

The registration requires you to accept the Safeguarding Training Privacy Policy. You will be shown the policy details as you create your account.



You are not logged in. (Log in) 

Safeguarding Training Portal



Safeguarding Training Privacy Policy

Please read this Privacy Notice and click on the button at the bottom to continue onto the main site.

Data Controller

Show/hide

1. Why we collect and use your personal data

Show/hide

6. Your rights

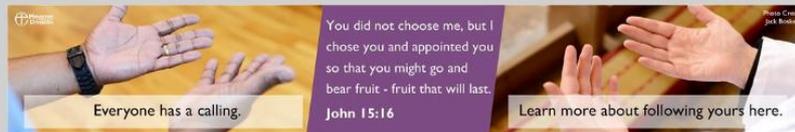
Show/hide

7. Queries, complaints or concerns

Show/hide

I agree to the Safeguarding Training Privacy Policy

[Back to top](#) 



[Home](#)
[Policies](#)

If you agree with the policy click the “I agree to the ...” box at the foot of the page. (if you don’t agree with the policy you can’t follow the course. Close your browser window to quit the registration process.)

You will then be shown a form to complete with your details.

New account

▼ Collapse all

▼ Choose your username and password.

Please note that you are NOT permitted to use uppercase letters in your username

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)

Password *

▼ More details

Email address *

Email (again) *

First name *

Surname *

City/town

Country

▼ Note. Safeguarding officers from your diocese and/or your training institution will be able to see data about your activities on this site. If you are not part of a diocese or currently with a training institution then choose that option in each list.

Training Institution *

Diocese *

My Church's Town/City and Name
(eg Leeds: St Peters)

Church Role

You need to provide a username (lower case only, you could use your email address), a password, some basic personal data and details about which church you are associated with. Take note of your username and password.

Make sure that the *Training Institution* dropdown box says **Not part of a Training Institution**, that the *Diocese* dropdown box says **Chester**.

All the boxes with a **red asterisk** must be completed.

Fill-in the *My Church/City* box with **Thornton Hough: All Saints** and *Church Role* with PCC Member, Member of Congregation or the name of the office you hold.

When you have completed the form click the **Create my new account box**.

The system will send you an email to confirm your registration. This will be a message from *noreply@safeguardingtraining.cofeportal.orgeguarding* with the subject *Safeguarding Training Portal: account confirmation*.

When you receive the email you need to open the message (check the spam folder as well as your inbox). The email will be something like the following:

Safeguarding Training Portal: account confirmation

 Church of England Safeguarding Team (via Safeg
To [REDACTED]

Reply Reply All Forward

Wed 22/04/2020 1

Hi [REDACTED]

A new account has been requested at 'Safeguarding Training Portal' using your email address. To confirm your new account, please go to this web address:
<https://safeguardingtraining.cofeportal.org/login/confirm.php?data=O32Hoo6eOJokW8s/iain%40stinson%2Eorg%2Eul>

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.

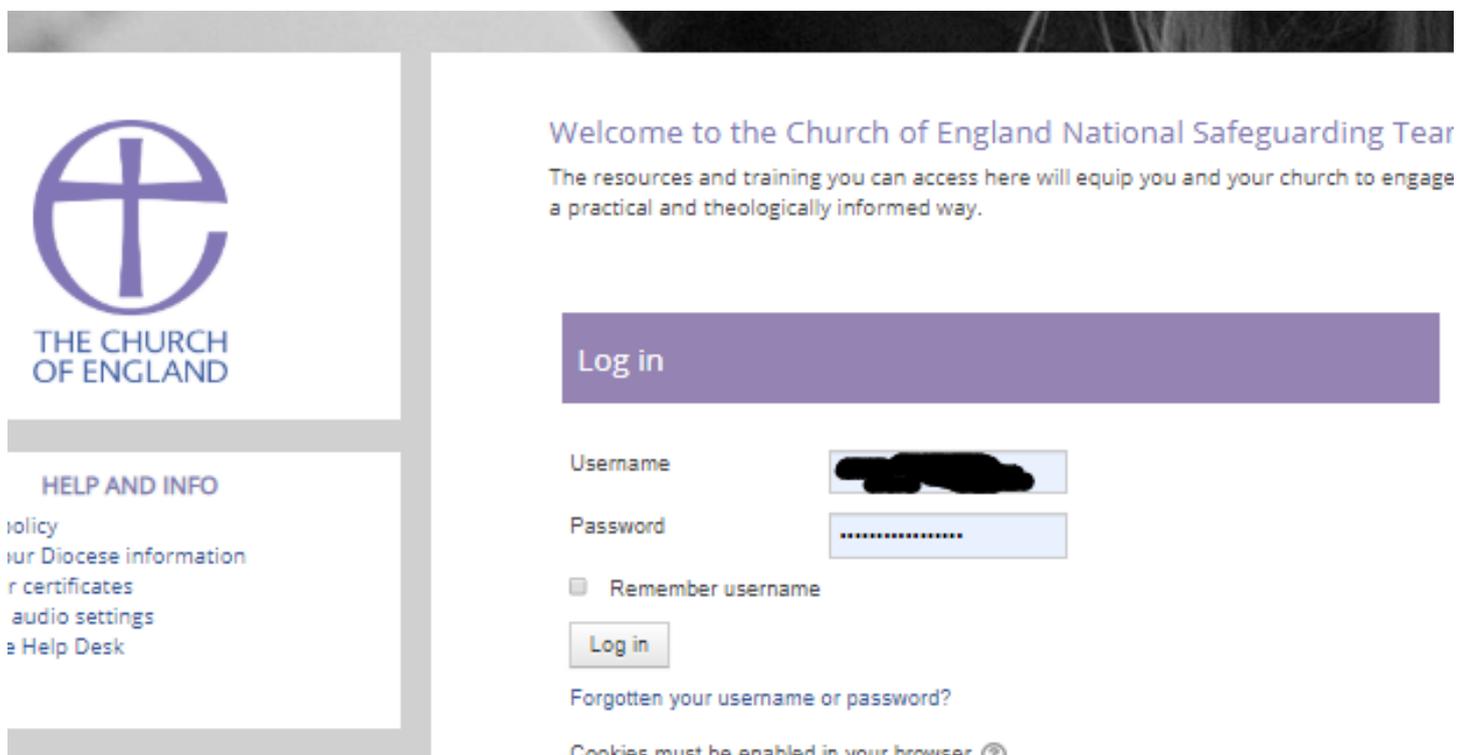
Please activate your account within a week. Accounts that remain un-activated after seven days are automatically deleted.

If you need help, please contact the site administrator,

Church of England Safeguarding Team
learning@safeguardingtraining.cofeportal.org

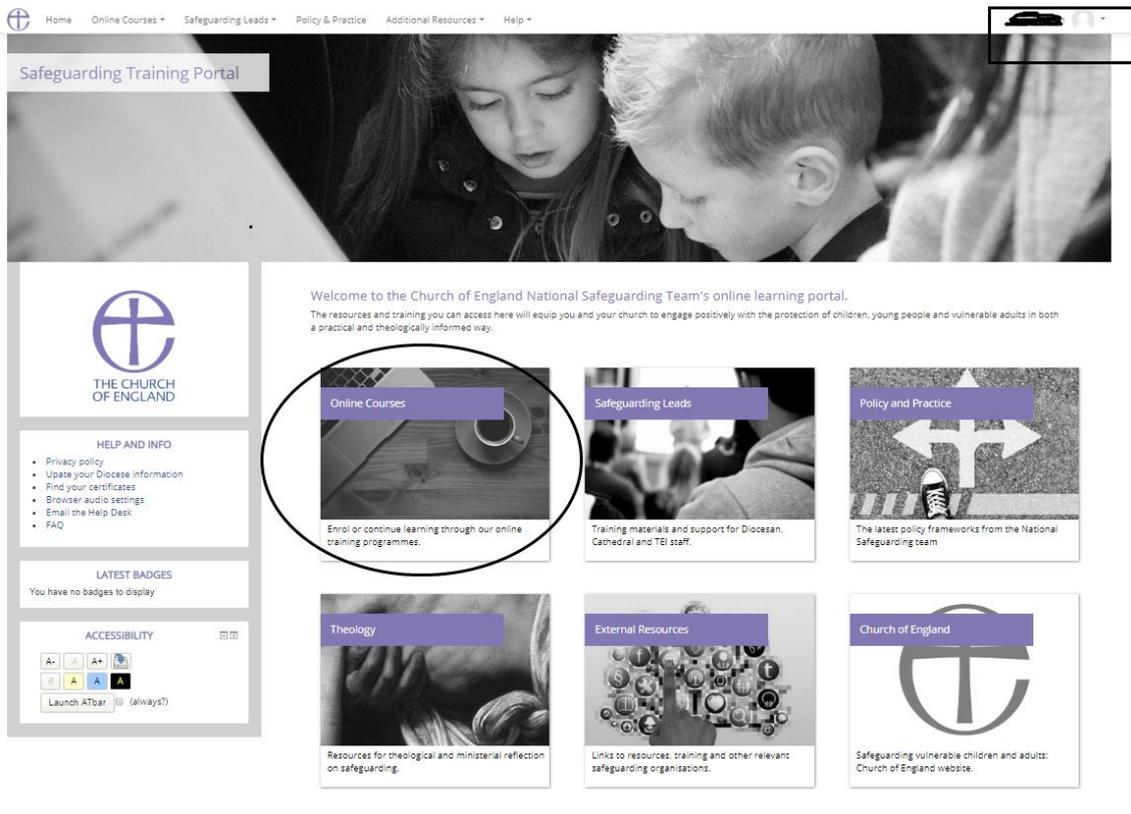
You must open the email message and click on the link in the message to complete your registration. When you complete your registration you are automatically logged on to the online training system (in your browser). *You will see the screen shown on the next page.*

You only need to register once. To access the courses once you are registered you can logon to the Training Portal by going to <https://safeguardingtraining.cofeportal.org/> and completing the log in screen with your username and password.



The screenshot shows the login page for the Church of England National Safeguarding Team. On the left is a sidebar with the Church of England logo and a 'HELP AND INFO' section containing links for 'policy', 'your Diocese information', 'certificates', 'audio settings', and 'Help Desk'. The main content area has a purple header with the text 'Welcome to the Church of England National Safeguarding Team' and a sub-header 'The resources and training you can access here will equip you and your church to engage a practical and theologically informed way.' Below this is a purple 'Log in' button. The login form includes fields for 'Username' (with a redacted value) and 'Password' (with masked characters), a 'Remember username' checkbox, and a 'Log in' button. There is also a link for 'Forgotten your username or password?' and a note at the bottom stating 'Cookies must be enabled in your browser' with a help icon.

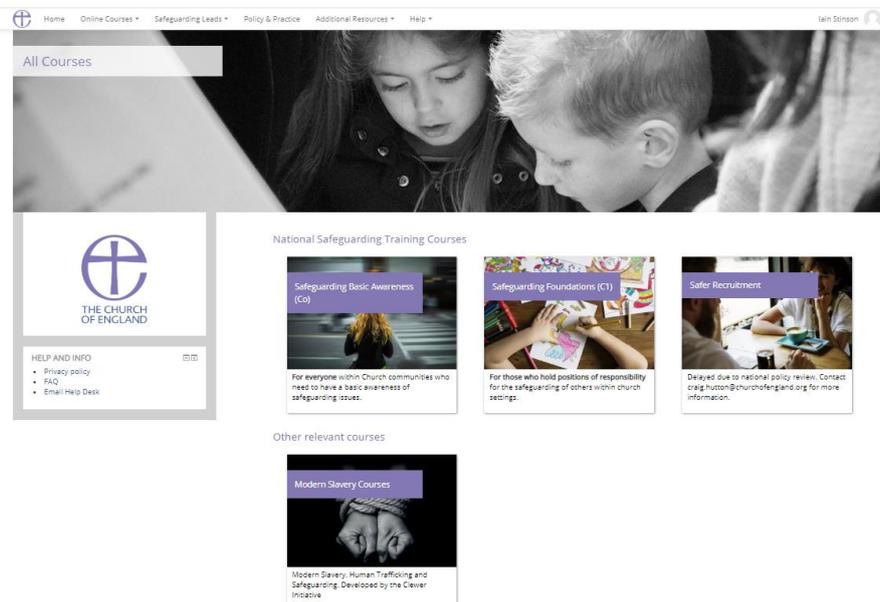
When you log in to the Training Portal you will see a screen similar to the shown one below. Click the box titled Online Courses to access courses through the portal.



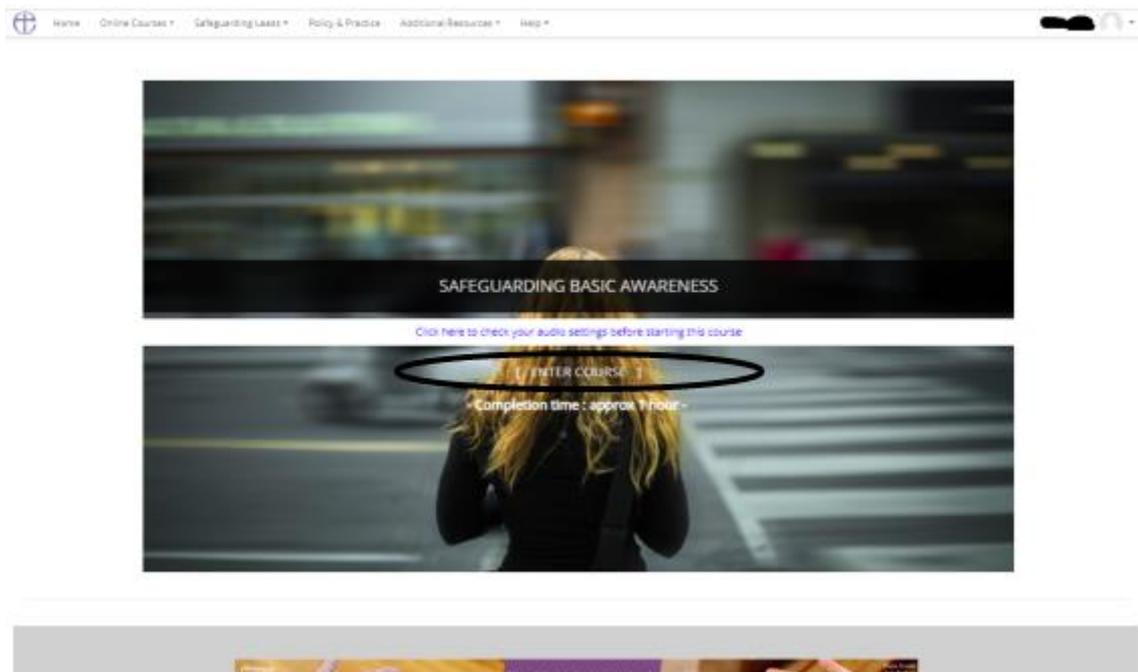
Note the dropdown at the top right of the screen. Click the small downward pointing arrow to access the *Logout* function for when you want to end your session.



After you click Online Courses you will see a screen showing the available courses.



Click on the box for the course *Safeguarding Basic Awareness (CO)*.



Click on *ENTER COURSE* to begin the course.

Courses often begin with a description of how to move around (“navigate”) the course.

If you are presented with a media player screen such as this



Click the arrow on the left to start the presentation.

You can now follow the course using the navigation instructions given at the start of the course.