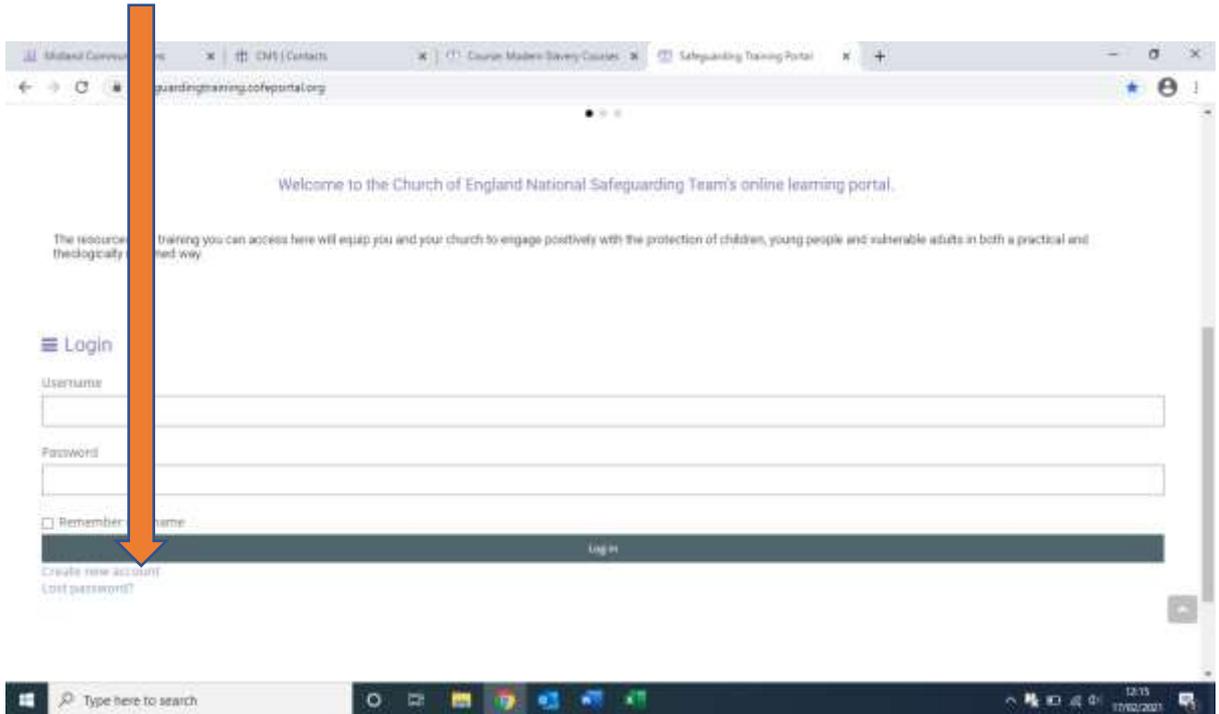
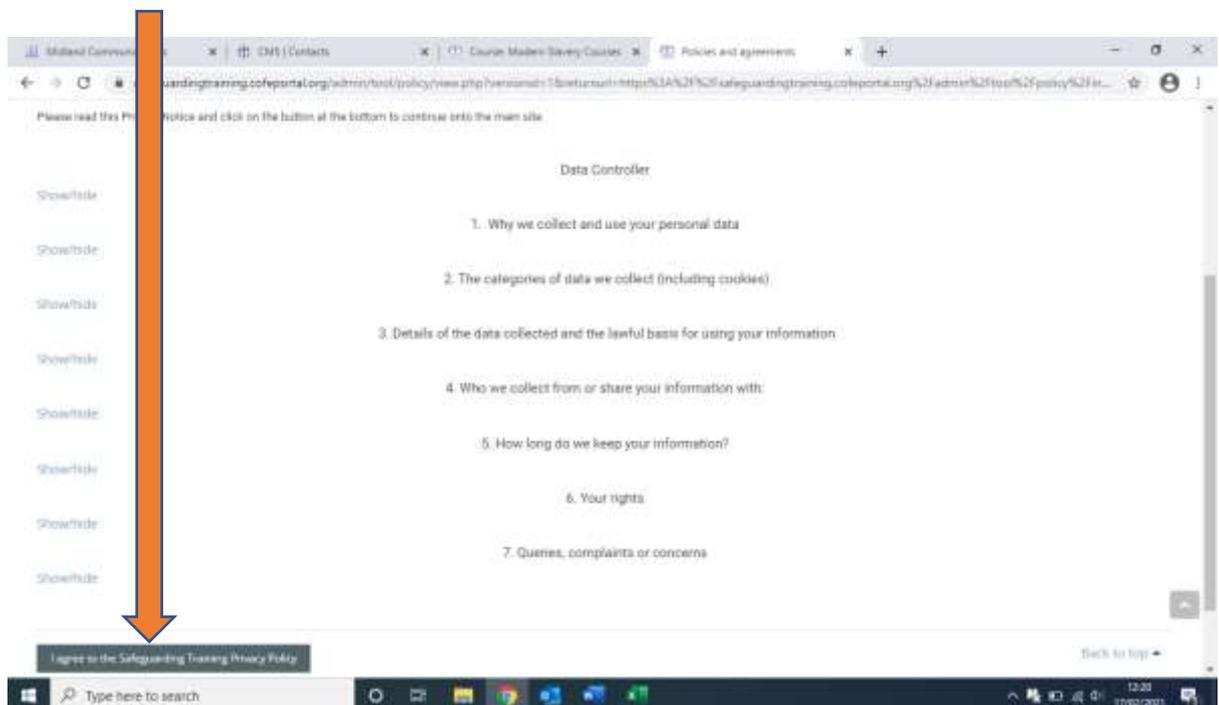


Accessing Online Training

1. The Church of England online training portal can be accessed using the following web address: <https://safeguardingtraining.cofeportal.org/>.
2. If it is your first time using the portal, you will need to register by clicking 'create new account' at the very bottom of the screen – this is a very small icon, underneath the 'log-in' button.



3. You will then be taken to the Safeguarding Training Privacy Policy. Click the 'Show/Hide' buttons on the left hand side of the screen to read more, and then click the 'I agree to the Safeguarding Training Privacy Policy' at the very bottom left.



- You will then proceed to the registration page, where you will need to choose a username and password to log in with in future, and enter your personal details in order to set up your account. Once you have completed this, click 'create my account' at the bottom of the form.

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 Peter's)

Church Role

There are required fields in this form marked !

- An email will be sent to you to confirm the account. Please check your inbox and follow the instructions to complete registration.
- Once you are successfully registered, you can log in at any time to start a new training module or continue one that has already been started. Click the courses tab on the top left of the screen to select the relevant module.



- Pick the course you require and follow the instructions on the screen to complete it. You can log out and back in again at any time, and your progress will be saved. At the end of the module, you will be able to print or save a certificate to show you have completed the training.

