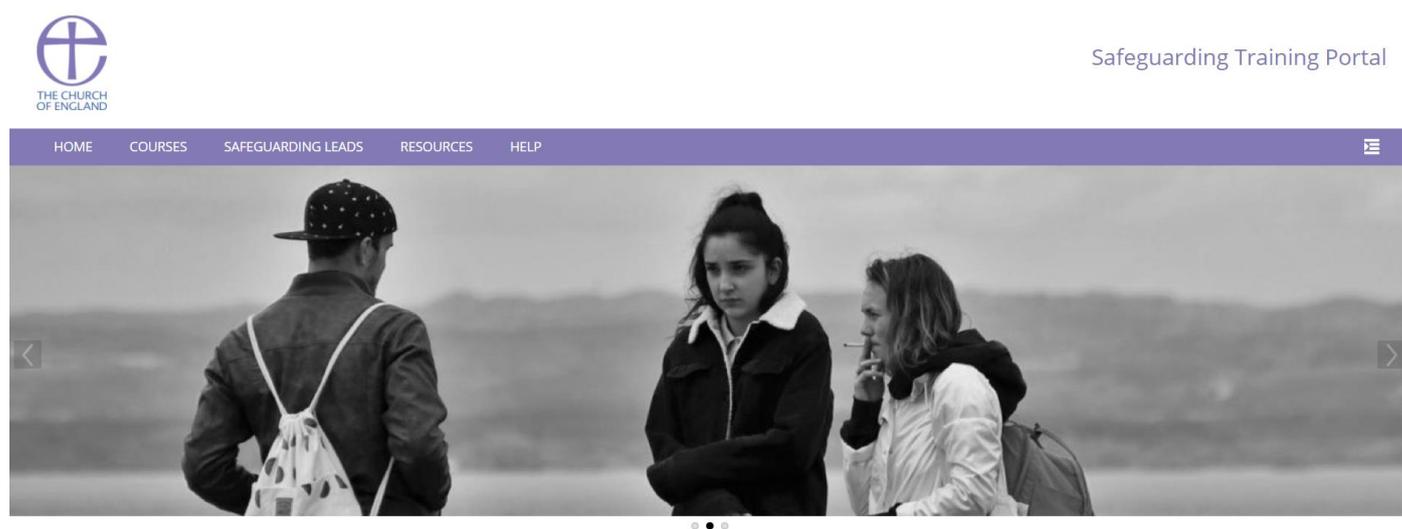


# Guide to Accessing the Church of England Safeguarding Training Portal

If you have been asked to complete Basic and or Foundation level safeguarding training, or watch the BBC Documentary as part of your Leadership level training, you will need to access the Safeguarding Training Portal (website).

If you have used the portal before, you will need your login details to hand. If it is the first time you are using the portal you will need to create an account.



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

## This guide will explain how to:

- Find the safeguarding training portal online
- Get help if you have forgotten your log in details
- Set up a new account on the portal
- Access Basic and Foundation training courses
- Access the BBC Documentary Leadership resource

If you need any further support please email [safeguardingtraining@leeds.anglican.org](mailto:safeguardingtraining@leeds.anglican.org) and we will get back to you as soon as possible

## How do I find the safeguarding training portal?

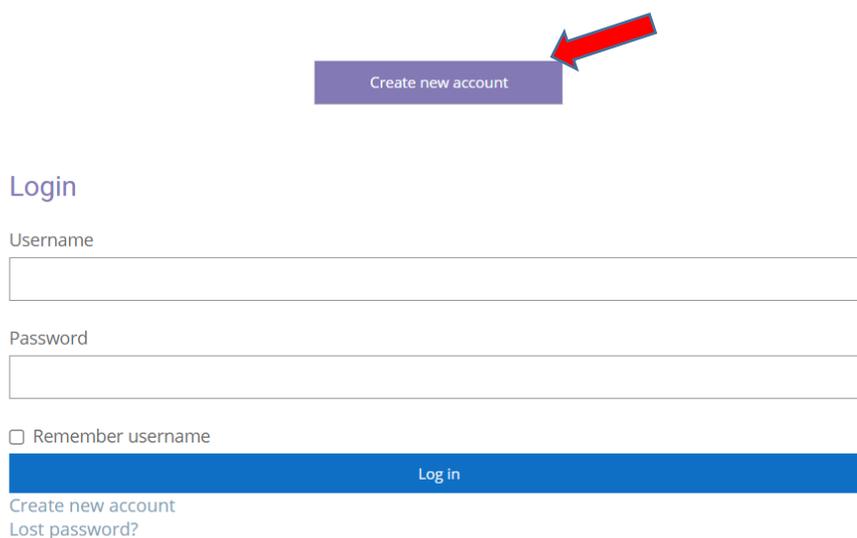
Clicking this link (or copying and pasting it into your browser) will take you to the safeguarding training portal <https://safeguardingtraining.cofeportal.org/>

## What do I do if I have used the safeguarding training portal in the past, but have forgotten my login details?

For help retrieving your login details send an email to [learning@safeguardingtraining.cofeportal.org](mailto:learning@safeguardingtraining.cofeportal.org)

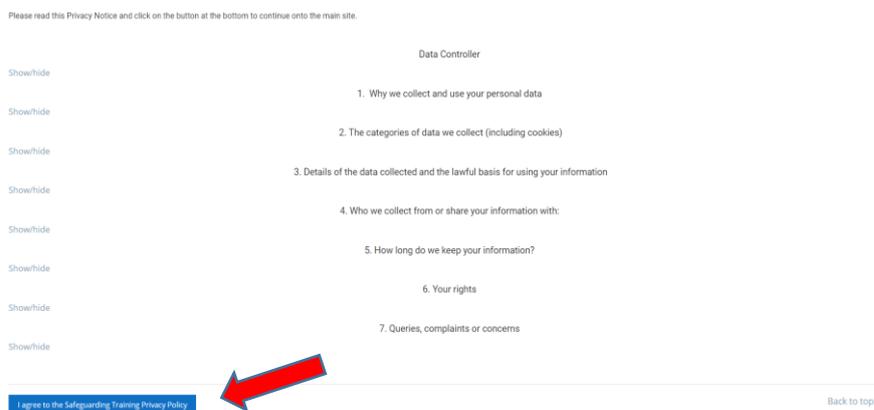
## How do I set up a new account?

- 1) Near the bottom of the homepage of the portal (you may have to scroll down) you will see a purple button that says 'create new account'. Click on the 'create new account' button.



The image shows a purple button labeled "Create new account" with a red arrow pointing to it from the right. Below this is a "Login" section with a "Username" input field, a "Password" input field, and a checkbox labeled "Remember username". A blue "Log in" button is positioned below the password field. At the bottom of the login section are links for "Create new account" and "Lost password?".

- 2) Read the Privacy Notice information and (if you are happy to proceed) click the blue button that says 'I agree to the Safeguarding Training Privacy Policy'



The image shows a Privacy Notice page. At the top, it says "Please read this Privacy Notice and click on the button at the bottom to continue onto the main site." The page lists seven sections, each with a "Show/hide" link on the left: "Data Controller", "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", and "7. Queries, complaints or concerns". At the bottom left, there is a blue button labeled "I agree to the Safeguarding Training Privacy Policy" with a red arrow pointing to it from the right. At the bottom right, there is a "Back to top" link with a right-pointing arrow.

- 3) You will then be asked to choose a user name and a password, and complete some identifying information. When you have filled in all the fields, click 'create my new account'.

### Top Tips!

You must use only lowercase letters in your username

Your password must be at least 8 characters long and contain at least 1 number and 1 uppercase letter.

Make sure you select 'Leeds' as your Diocese. By doing so we are able to quickly update your personal training record when you have completed training online.

New account ▼ Collapse all

▼ Choose your username and password.  
Please note that you are NOT permitted to use uppercase letters in your username

Username  ! Ⓢ  
- Missing 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  ! Ⓢ  
- Missing 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

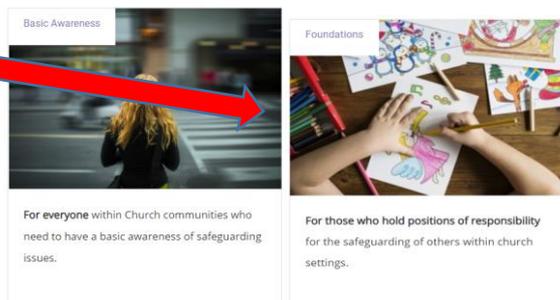
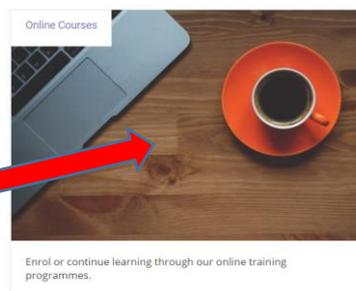
There are required fields in this form marked !.

When you have completed all the fields and clicked 'create my new account' an email will be sent to the email address that you used when setting up your account.

- 4) Check your email inbox for an email from the Church of England Safeguarding Team. In the email you will see a website link. Click the link in the email and it will take you to the safeguarding training portal. You have verified your email address and your account is now set up.
- 5) Click 'log In' at the top of the page (red button) and use your username and password to log into your account.

## How do I access the online training courses?

- 1) Make sure you are logged into your account
- 2) Click on the 'Online Courses' image
- 3) Click on the course (image) you wish to begin.
- 4) Follow the instructions presented to you on screen



## How do I access the BBC Documentary that I have been asked to watch as part of my Safeguarding Leadership training?

- 1) You will need to have created an account and be logged in to view the Documentary.
- 2) At the top of your screen (on the homepage) you will see a purple ribbon. Hover over or click on 'Resources'. A dropdown menu will appear. Click BBC2 Documentary from the dropdown menu.



- 3) You will be asked to input an enrolment key (a password). The enrolment key is will have been emailed to you following your second Zoom training session. If you need a new enrolment key, please email [safeguardingtraining@leeds.anglican.org](mailto:safeguardingtraining@leeds.anglican.org) and we will send it to you.
- 4) Once you have inserted the enrolment key and pressed enter you will see Part One of the Documentary, directly below you will see Part Two.
- 5) To begin watching the documentary, click on the triangular play button. To pause the documentary click the same pause icon in the same spot, at the bottom of the screen.



### Top Tips!

To expand the video to full screen click here. Press 'Esc' on your keyboard to minimise it again.