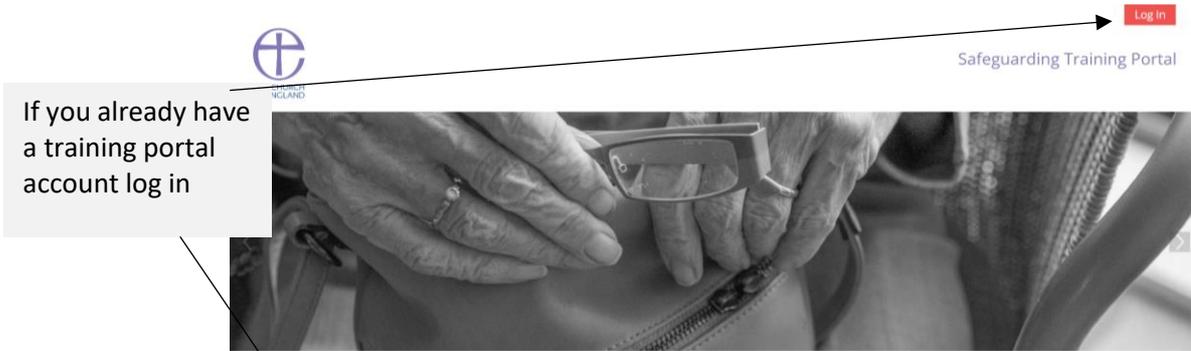


# Guide to Using the Training Portal

The Church of England Safeguarding Training Portal is available at <https://safeguardingtraining.cofeportal.org/>

## Getting Started

On the home page create a new account or log in if you already have an account



- Your user-name can be your first and last name (without a space in between) rather than your email address

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

Remember username

If you don't have a training portal account, you will need to create a new one – click on 'create new account'

If you need help to log in click here

[Help and FAQ](#)

If you already have a training portal account but can't remember your password – click on 'Lost Password'

## Help and Support

The training portal is operated by the National Safeguarding Team and not by The Church of England – Birmingham.

- If you have previously created an account but are now unable to log in please email the help desk at [learning@safeguardingtraining.cofeportal.org](mailto:learning@safeguardingtraining.cofeportal.org)
- If you have logged in but need support to use the training portal, click on 'help', then select from the drop-down menu the type of support you need - or email the helpdesk at [learning@safeguardingtraining.cofeportal.org](mailto:learning@safeguardingtraining.cofeportal.org)



## Creating your account the first time you use the portal

You will be asked to agree to the portal's privacy notice and then asked to enter some information about your self – user-name, password, name, email, address. You will also be asked to complete some information about your church and diocese:

**Diocese** Birmingham

**Cathedral** Not involved at a Cathedral

**Training Institution** Not part of a Training Institution

**Religious Community** Not applicable

**My Church's Town/City and Name (eg Leeds: St Peters)** St Mary, Selly Oak

**Role in church** PCC Member

**Local reporting (allow a user with the following email address to view my training record)** safeguardingofficer@stmary.com

**Callouts:**

- click on the down arrow and from the drop-down menu select 'Birmingham'
- For parish church members select 'not involved at a Cathedral' for Cathedral members select 'Birmingham Cathedral'
- You are not a member of a religious community – select 'not applicable'
- You are not part of a training institution – do not select any other option from the drop-down menu
- For parish church members enter the email address of either your parish safeguarding co-ordinator or parish identity verifier. For Cathedral members enter the email address of the HR Support officer
- Enter the full name and location of your church
- Enter your role – e.g. PCC member, children's leader, clergy, Reader etc

## Where to find the online courses

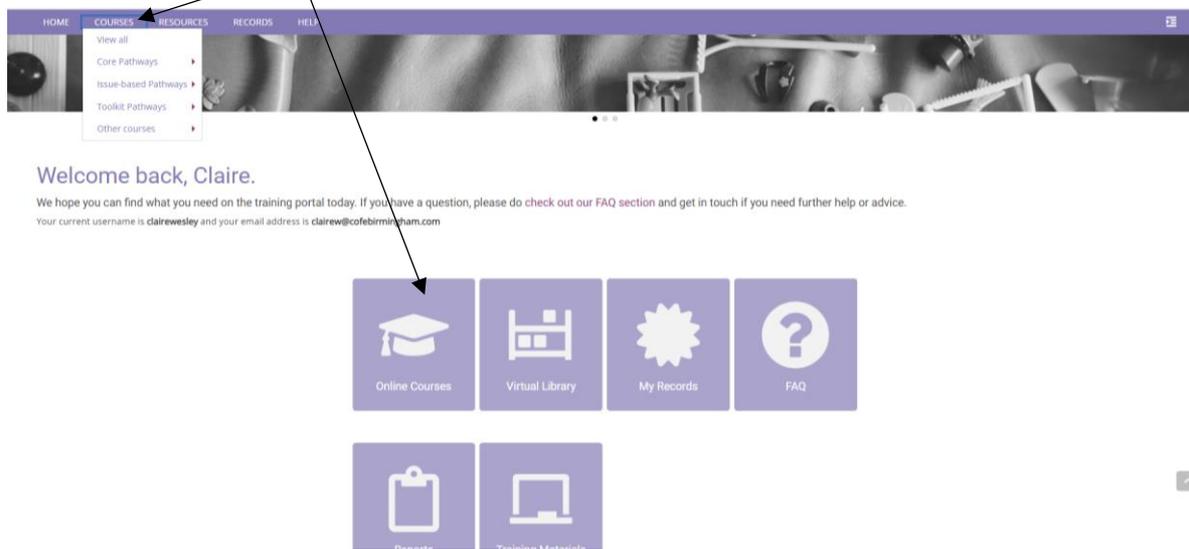
When you have logged in you can go to the courses by clicking on

either:

- 'Courses' on the menu ribbon and selecting the course you wish to complete from the drop down menu

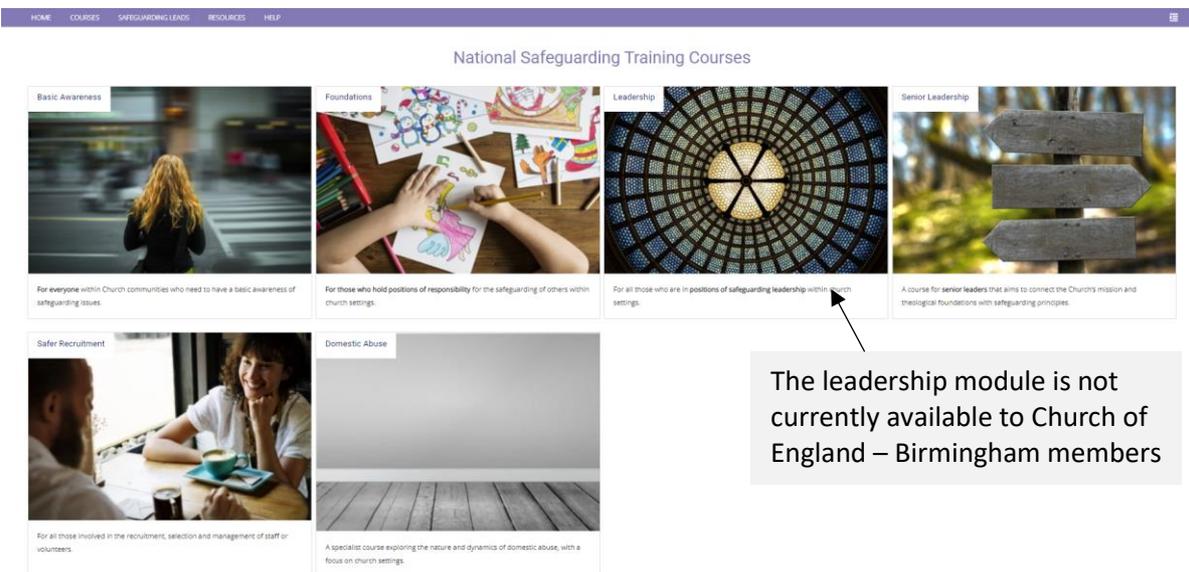
or:

- clicking on the online courses icon



## Starting your online course

On the next page click on the course you want to complete to start your training





You will need to complete – or will have previously completed if you are renewing your training - the Basic Awareness course before you can complete the Safeguarding Foundations course.

For details of the safeguarding training courses you need to complete for your role, please visit our website at <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safeguarding-training/> or contact the diocesan safeguarding team by email at [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)