

Step One go to <https://safeguardingtraining.cofeportal.org/login/index.php>

### Safeguarding Training Portal

#### Log in

Username

Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ⓘ

#### Is this your first time here?

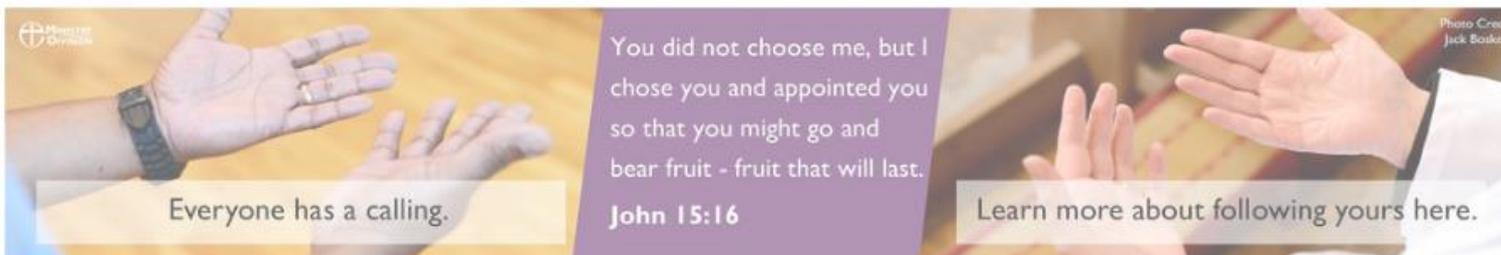
As you sign in and register to be able complete these online learning modules you will be asked to enter some personal information such as your name, the diocese and parish you belong to and your role within your church community.

This information is used only to create your log in information and track your course completion. The Diocesan Safeguarding Adviser for the diocese in which you live or your training institution Safeguarding Adviser) will be able to log in to Moodle and check how many people, and who they are, that have completed the online modules.

Please click on the button below and follow the instructions to register as a learner.

Click here (Create new account)

Create new account



New account

Choose your username and password

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 with a training institution then choose that option in each list.

Diocese \* Required

Training Institution \*

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

Church Role

Site policy agreement

[Link to site policy agreement](#)

I understand and agree \*

You will then see this screen

**Step 2** - put your **initial+ surname** in lowercase i.e. Bill Smith enter **bsmith** and a password like **Diocese7** (*and write these down as you will need them later*)

## New account

### ▼ Choose your username and password

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**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

**Step 3 – Enter your email address (and again) plus your first name, Surname and select Country United kingdom**

▼ More details

**Email address \***

**Email (again) \***

**First name \***

**Surname \***

**City/town**

**Country**

 ▼

▼ Note. Safeguarding officers from your diocese and/or you activities on this site. If you are not part of a diocese or cu

**Step 4** - Enter **Salisbury Diocese, Not part of a training institution**, your **town & Role** – and [Click Create my New account](#)

**Diocese \***

Required

Choose...

**Training Institution \***

Click here

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

**Church Role**

Choose...

- Not part of a Training Institution
- Lincoln School of Theology
- Wycliffe Hall
- Queens Foundation

Select

▼ **Site policy agreement**

[Link to site policy agreement](#)

**I understand and agree \***

Click here

Create my new account

Cancel

You will then get an email with to your selected email in box with [a link](#) to confirm your account. Once you have clicked on that it will create your account and you will be able to log in using your username (in this case **bsmith** with password **Diocese7**) - **TIP Check your spam /junk mail for the email if it does not arrive**

**Step 5** – Log in with **your username and password** (you wrote down- step 2)

## Safeguarding Training Portal

The screenshot shows the login interface for the Safeguarding Training Portal. The title "Log in" is centered at the top. Below it are two input fields: "Username" containing the text "bsmith" and "Password" containing seven black dots. A checkbox labeled "Remember username" is checked. Below these fields is a "Log in" button. A blue arrow points from the left towards the "Log in" button with the text "Then click Log in". Another blue arrow points from the right towards the "Remember username" checkbox with the text "Tick box to Remember username". Below the "Log in" button, there is a link "Forgotten your username or password?". At the bottom, a message states "Cookies must be enabled in your browser" followed by a question mark icon.

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

**Step 6** - Having logged in select C0 from the **Online courses box** as below and complete the course

The screenshot shows the website's navigation menu with the following items: Home, Online Courses (selected), Safeguarding Leads, Policy & Practice, Additional Resources, and Help. A dropdown menu under 'Online Courses' lists: All courses, Safeguarding: Basic Awareness (C0), and Safeguarding: Foundations (C1). The main content area features the Church of England logo and the text 'THE CHURCH OF ENGLAND National Safeguarding Training and Resources'. Below this is a banner image of two children looking at a document, with the text 'THE CHURCH OF ENGLAND National Safeguarding Training and Resources' overlaid. A welcome message reads: 'Welcome to the Church of England's National Safeguarding Team's online learning training you can access here will equip you and your church to engage positively with young people and vulnerable adults in both a practical and theologically informed way'. On the left sidebar, there are two boxes: 'STATUS' showing 'You are currently logged in.' and 'LATEST BADGES' showing 'You have no badges to display'. At the bottom, there is a row of five small, partially visible images.