Signing up for the Church of England eLearning Portal

1. Click or paste the link to the portal landing page - https://safeguardingtraining.cofeportal.org/

2. Beneath the login box select 'create new account'

Login

Username

Password   [Show password]

☐ Remember username

[Log in]

Create new account
Reset password

[Help and FAQ]

3. The next page is the Safeguarding Training Privacy Policy. Click show/hide to read the various sections then click 'I agree to the Safeguarding Training Privacy Policy'

4. Choose your username and password. There is guidance on what the username and password should contain on the screen – you may wish to use your email address as your username for ease.

▾ Choose your username and password.

Please note:
The **username** can only contain alphanumeric lowercase characters (letters and/or numbers), underscore (_), hyphen (-), period (.) or at symbol (@).
The **password** must contain no spaces, it must have at least 8 characters, containing: at least 1 digit, at least 1 lower-case letter, and at least one upper-case letter.

Username   ❗   AnnExample

Password   ❗   ....

5. Input your details

My Details

Email address ⓘ AnnExample@email.com

Email (again) ⓘ AnnExample@email.com

First name ⓘ Ann

Last name ⓘ Example

City/town Wells

Country United Kingdom ⬍

6. Input the organisation details.
   - Your Diocese is Bath and Wells
   - Select the relevant training institution if needed. If you are not part of a training institution select 'Not part of a Training Institution'
   - If you are involved in a cathedral select the relevant option. If not select 'Not involved at a Cathedral
   - Input your Church's town and name, and your role
   - The last box can be left blank
   - Finally, click 'create my new account'

My Organisation Details

Diocese ⓘ Bath & Wells ⬍

Training Institution ⓘ Not part of a Training Institution ⬍

Cathedral ⓘ Not involved at a Cathedral ⬍

My Church's Town/City and Name (eg Leeds: St Peters) e.g. Wells, St Cuthberts

Role in church e.g. Safeguarding Officer

Allow a user with the following email address to look at my training record

Create my new account   Cancel

Any errors will be highlighted in the form for you to correct. If the form does not submit, or if any error cannot be corrected, please contact the helpdesk via elearning@safeguardingtraining.cofeportal.org and they will be able to help you directly.

If you already have an account and are having trouble logging in the helpdesk will be able to assist you.