TO ACCESS TRAINING, PLEASE VISIT SAFEGUARDING BEDFORDSHIRE click log in/ register and follow the instructions below.

USER GUIDE: *How to log in- Already have an account?*
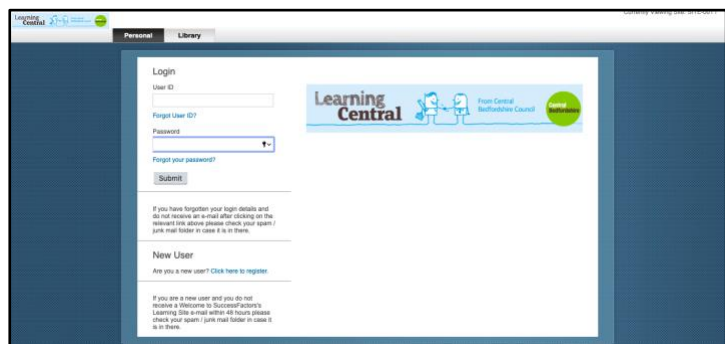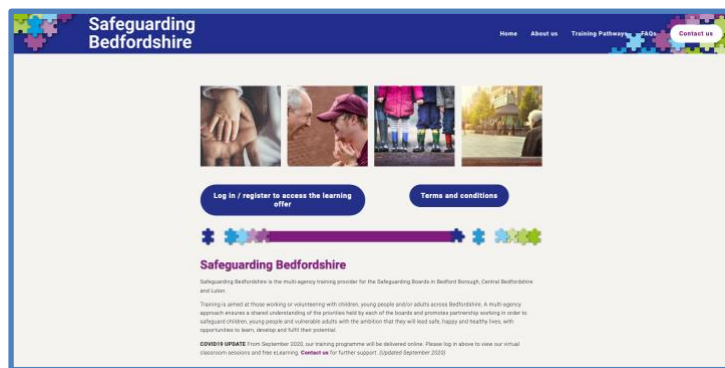
NOTE: FOR BEST SERVICE USE INTERNET BROWSER 'FIREFOX' (if not already installed, please click on the logo)

NEW USER? If you did not previously access training/ eLearning through CPD Online, please see page 2.

CPD Online USER? Have you previous accessed training/ eLearning through CPD Online? See below.

If you had an account with CPD Online, Virtual College or both, you should already have notification of your new username/password for LMS. (Please check spam/ junk folders.) *CPD Online is no longer active.*

Your **Learning Central Log in** will look like this *(pic 2)*. It can be used to access Safeguarding Bedfordshire and Bedfordshire Domestic Abuse Training.
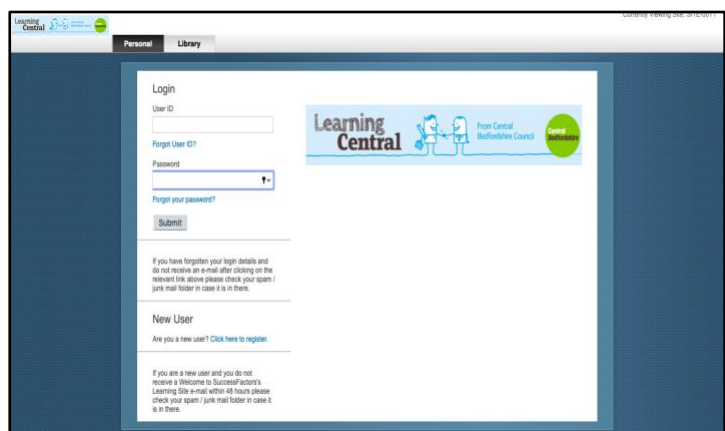
> Username: EX-XXXXXX
> Password: xxxxx

Once you have your log in **please visit** www.safeguardingbedfordshiretraining.co.uk

- Click **Login in/ Register** to access the learning offer and booking system.
- This will redirect you to the Learning Central (Learning Management System) login page where you will **enter username/ password**.

Should you have any issues please email us at learningcentral@centralbedfordshire.gov.uk or follow instructions below to create a new user account.

If you have forgotten your password or if your login does not work, there is a **Forgot Your Password** link on the login page. This sends an email to you, to reset your password. If you do not receive that email within 24hrs- or need it sooner- please check your junk email folders and then contact learningcentral@centralbedfordshire.gov.uk and they will complete a manual reset.

USER GUIDE: *How to log in- First time user?*	

If you did not have an account with CPD Online/ Virtual College…

If you have completed eLearning or attended training via CPD Online or Virtual College, you should have been automatically issued with a new log in- please follow the instructions on Page 3.

If you are **not an existing user**, and this is your this is the **first time** logging in please use the link below or copy and paste into your internet browser:

www.safeguardingbedfordshiretraining.co.uk

- Click **Login in/ Register** to access the learning offer and booking system.
- This will redirect you to the Learning Central (Learning Management System) login page.

From the **Learning Central** screen, please
- New User- **Click here to register**

New User form:
- Complete all required fields marked with a red Asterix *
- Your **User ID** will be generated automatically (please **make a note of this**- you will need it to log in)
- Click **Submit**

Once you have your User ID and Password please return to the login page.

Your account may need to be authorised and you will receive a confirmation email once this is done (please remember to check your junk folder, in case it goes in here).

January 2021

FINDING YOUR WAY: *How to search for, book and withdraw from training*
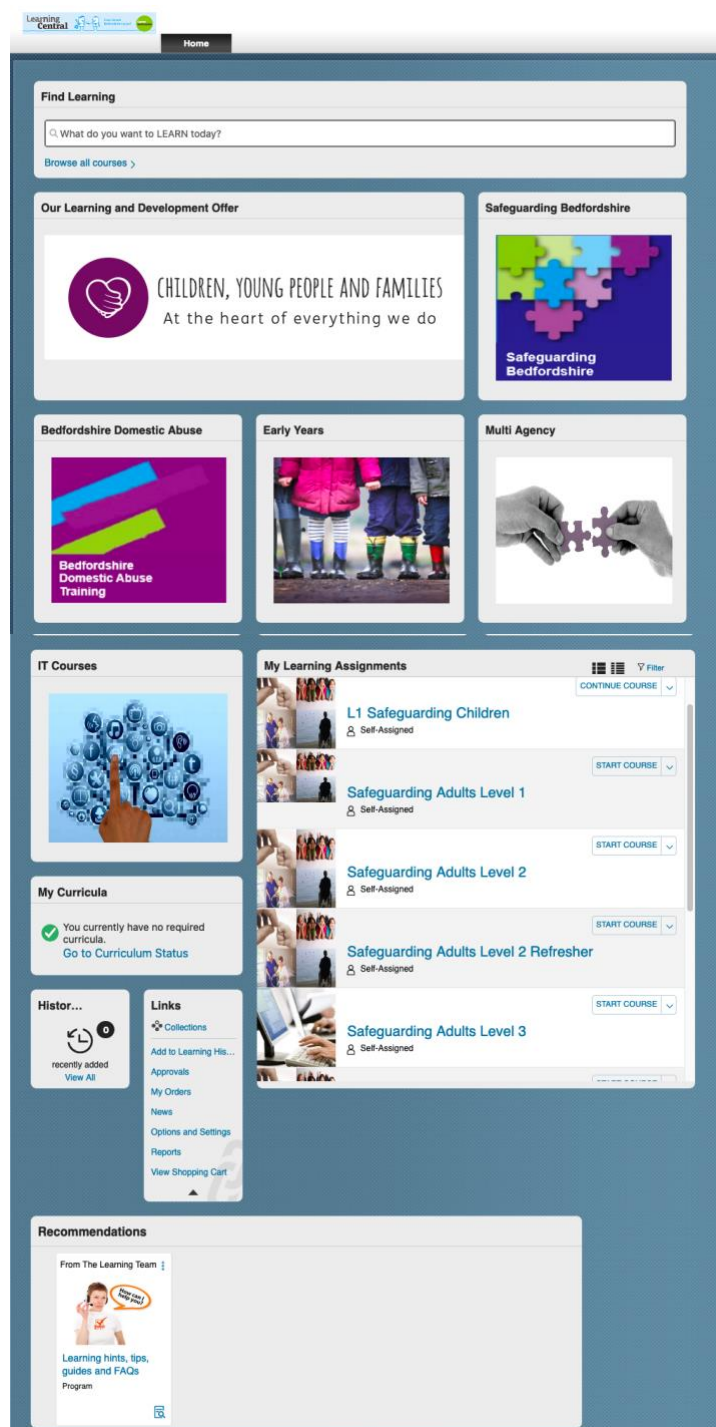
Once **logged in** your **home screen** will display a range of information which helps you keep on top of training you've booked and eLearning you need to complete.

Tiles- the training programmes you have access to. In most cases you will see **Safeguarding Bedfordshire** and **Bedfordshire Domestic Abuse** training as both programmes offer multi-agency, Pan Bedfordshire training. Depending on your organisation you may have access to additional tiles.

My Learning Assignments- Here you will see learning that has been assigned or booked. This useful section allows you to;
- Check the status of your courses. You can see confirmed bookings, check dates/ times and progress in eLearning.
- Use the drop down menus to withdraw from training. *Remember T&C's (including charges) apply to Safeguarding Bedfordshire and Bedfordshire Domestic Abuse training.*

New Users: Please click **Links** then **Options and Settings** and update your **Employee Information**. *Keeping the system up to date with your organisation and job role ensures you have access to the correct learning programmes.*
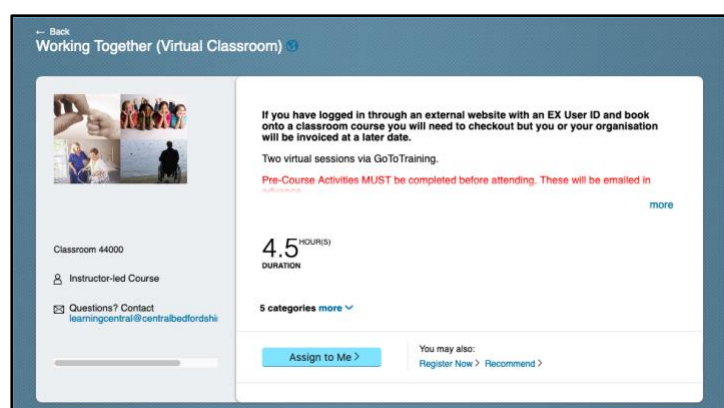
Links also has additional functions including;
- Collections- add to your collection.
- Add to Learning History- add to your learning history.
- Approvals–see current status of requested courses.
- News- You might want to check here frequently, to keep up to date with new training and events!
- Options and Settings- change your personal details.
- Reports- run your own reports.

History- Once a course is complete you will need to complete the **evaluation** before accessing your **certificate** here.

Recommendations- This section highlights useful information and may include recommended/ new learning which is linked to your job role.

ACCESSING TRAINING: *How to search for and book training*

Charges apply for Safeguarding Bedfordshire and Bedfordshire Domestic Abuse training. (Visit websites for Terms & Conditions.)
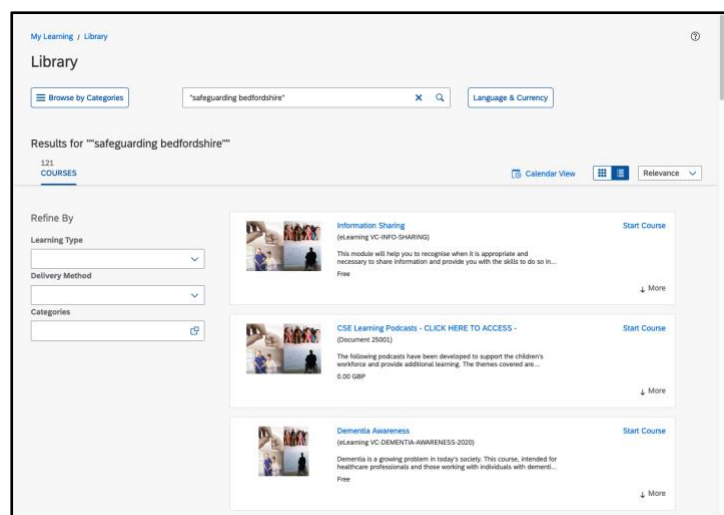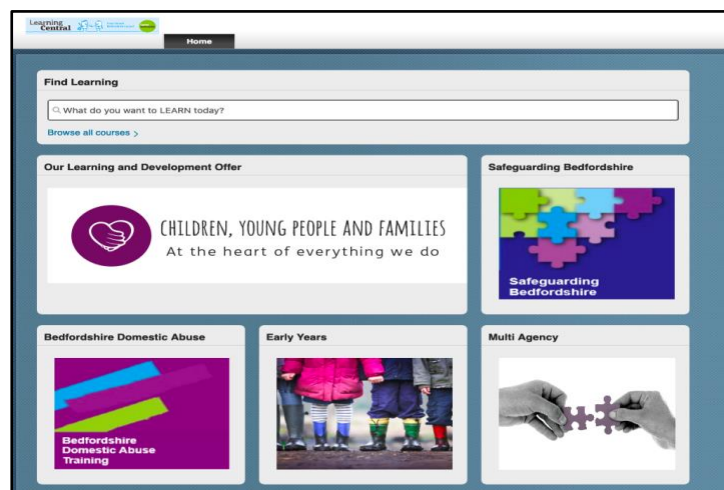
From your **home screen** you can access training in several ways;

- **Find Learning-** Search for a title or keyword. Option will display in a drop down list. You can select the one you need, or press enter to do a full search.
- **Browse all Courses-** If you're not sure what you are looking for, use this option (under the search box) to see a full list of all eLearning and class based training.
- **Tiles-** If you know who is hosting your training, select the appropriate tile and see all courses they offer.

Each option can be further filtered or organised to a preferred view.

Clicking **Safeguarding Bedfordshire** (or any other tile) takes you to the list of training provided for that specific area.

You can scroll through the list of training available or use the functions at the top and left hand side of the screen to further filter and organise.

These functions include;

- **Search-** type in the title or keyword
- **Calendar view-** courses are displayed in date order
- **Relevance-** This option can be changed to display in alphabetical order.
- **Refine by-** You can filter to class based or eLearning. (**Note:** eLearning is accessed via the Safeguarding Bedfordshire tile or a search on the home screen).

Once you have found the course you are interested in, click on the **title** for further information about the course, using **more** to read additional information. Click on **Register Now** if you would like to book a place. If there are multiple sessions, you can select your date. (For eLearning, click **Start Course**).

NOTE: Using **Assign to Me** will save the course in **My Learning Assignments** on the **home screen**- it does not book your place. Please click **Register Now** to book your place.

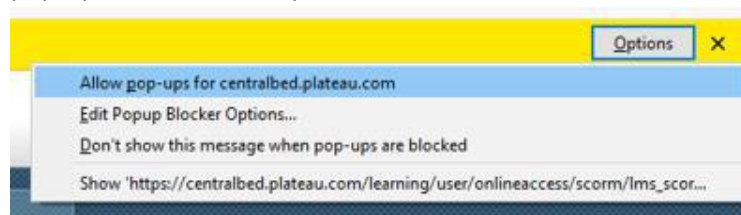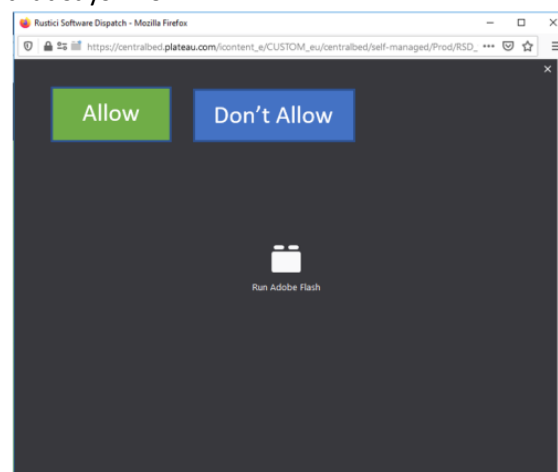| FREQUENTLY ASKED QUESTIONS *Troubleshooting eLearning*	
"I've clicked on the eLearning, but I can't see it."	The eLearning opens in a new window. Sometimes the new window gets hidden behind other windows, so it looks like it hasn't opened – particularly if you are using FireFox. To 'find' the window either hover over or click on the web browser icon at the bottom of your screen (in the example below, Windows Explorer) and you will be able to see the screen you clicked on to open the e-learning and the e-learning. Click on the screen that shows the e-learning to open it.
"I click on the eLearning in FireFox but see a message that FireFox prevented this site from opening a pop-up window, what should I do? "	Click on the Options button in the message. Then choose Allow pop-ups for centralbed.plateau.com
"I'm using FireFox and when I try to open the e-learning I see the following, what should I do? "	Click on the screen and you will see 2 options, click on the one that says Allow
"When I come to the end of the course I see the following message but there isn't an exit button and it doesn't take me to a quiz, what should I do? "	Click on the button that says Quit to return to exit the e-learning

You have reached the end of the course. Close this module window and return to the course outline page by clicking on 'Exit activity' above. Then complete the end of course quiz, evaluation and download your certificate.	Suspend Continue Quit **End of Module 7** You have reached the end of the course. Close this module window and return to the course outline page by clicking on 'Exit activity' above. Then complete the end of course quiz, evaluation and download your certificate.

January 2021