

INSTRUCTIONS FOR RESETTING YOUR PASSWORD

If you have forgotten your password, please follow the instructions below.

[Click here](#) to reach the E-learning portal. Next, click 'Reset password':

Create new account	Username
Reset password	Password
Help and FAQ	Log in
	Show password

You'll then be taken to the following page:

Password Reset

To reset your password, enter *either* your username or your email address in the appropriate space below and click the "Search" button below it.

Please note: if you enter details into *both* spaces then the form will not work.

If there is a matching account on our database, a password-reset email will be sent to its registered email address. This email contains details of your username and a time-sensitive link that will allow you to reset your password. If it doesn't arrive, please contact the help-desk directly: elarning@mail.safeguardingtraining.cofeportal.org

Enter your username below and click "Search".

Username	
	Search

Or, enter your email address below and click "Search".

Email address	
	Search

After you have completed the form, you should receive an email which will allow you to reset your password. If it does not arrive, please contact the help-desk at elarning@mail.safeguardingtraining.cofeportal.org and they will be able to help you.

Once you have reset your password you will be able to login and access the e-learning.