



## Registering for S.A.F.E. e-Learning Course - New User.

The instructions from page 1 to page 2 are instructions on how to register for a new Learner Record.

The instructions from page 3 onwards are for requesting the required e-learning course once logged in to your Learner Record.

1. Visit <https://safeguardinglincolnshire.vc-enable.co.uk/register>
2. Fill in the fields marked with a \* :

The screenshot shows the top navigation bar of the website. On the left, there is a logo with the text "Working Together, Learning Together" and an illustration of a family and a couple under umbrellas. On the right, the "Enable" logo is displayed. Below the navigation bar is a white registration form with the following fields:

**Registration**

First Name \*

Last Name \*

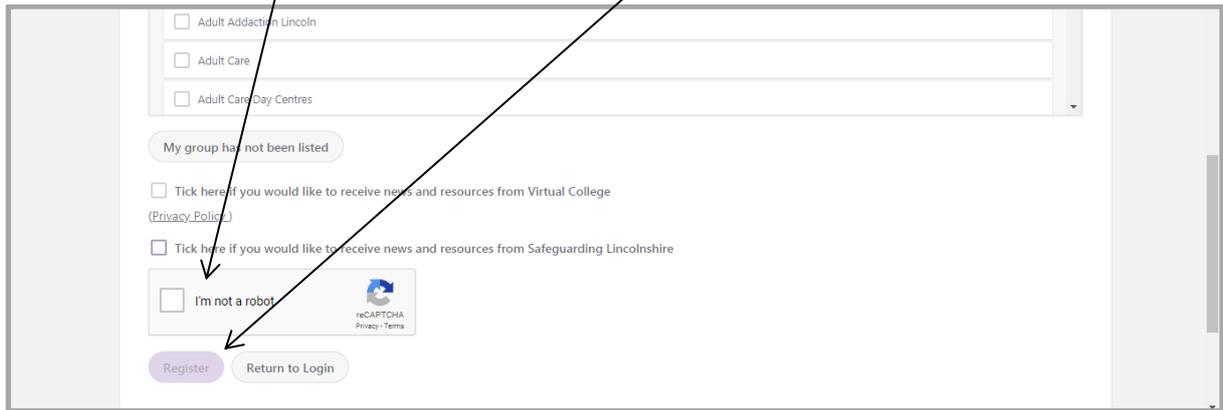
3. Select your groups from the list:
  - The list is long and may take a few minutes to load.
  - The group you will need to select is: Charity - S.A.F.E Course EDAN

The screenshot shows a dropdown menu titled "Group" with a search bar at the top. Below the search bar is a list of groups, each with a checkbox and a label. An arrow points to the search bar. The groups listed are:

- Action Home Care
- Active Lincolnshire
- Addaction - Prison Service
- Adult Addaction - HMP Service
- Adult Addaction Boston - S Homer
- Adult Addaction Grantham - J Finch
- Adult Addaction Lincoln
- Adult Care
- Adult Care Day Centres

Below the list, there is a button that says "My group has not been listed". At the bottom, there is a checkbox for "Tick here if you would like to receive news and resources from Virtual College" with a link to the "Privacy Policy" below it.

4. Click in the I'm Not A Robot box and then Register at the bottom of the screen to finish:



The screenshot shows a registration form with the following elements:

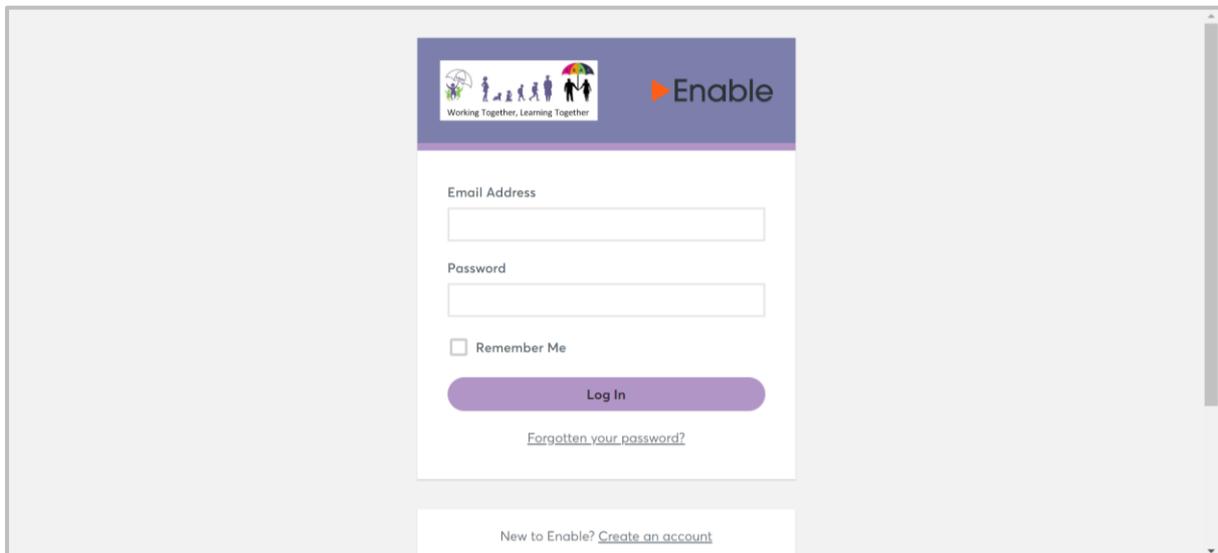
- Three checkboxes for categories: "Adult Addiction Lincoln", "Adult Care", and "Adult Care Day Centres".
- A message: "My group has not been listed".
- Two checkboxes for newsletters: "Tick here if you would like to receive news and resources from Virtual College (Privacy Policy)" and "Tick here if you would like to receive news and resources from Safeguarding Lincolnshire".
- An "I'm not a robot" checkbox next to a reCAPTCHA logo.
- Two buttons at the bottom: "Register" and "Return to Login".

Two black arrows originate from the text above. One arrow points from "I'm Not A Robot" to the "I'm not a robot" checkbox. The other arrow points from "Register" to the "Register" button.

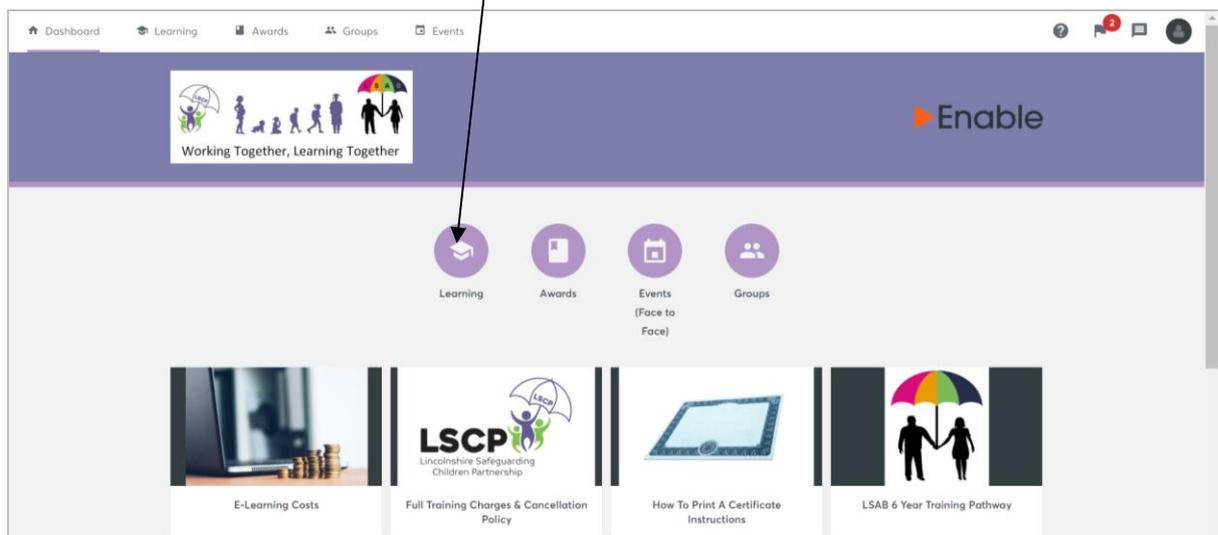
An automatic email will be sent with your log in details. It may take several minutes to come through and please be sure to check your spam/junk inbox.

# Registering for Lincolnshire S.A.F.E Training Courses - When Log In Details have been received.

1. Log in at <https://safeguardinglincolnshire.vc-enable.co.uk>

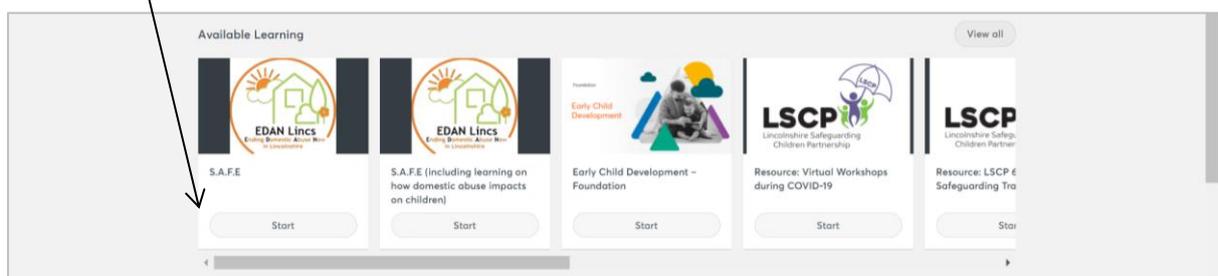


2. Once logged in click on the Learning tile to request e-Learning:

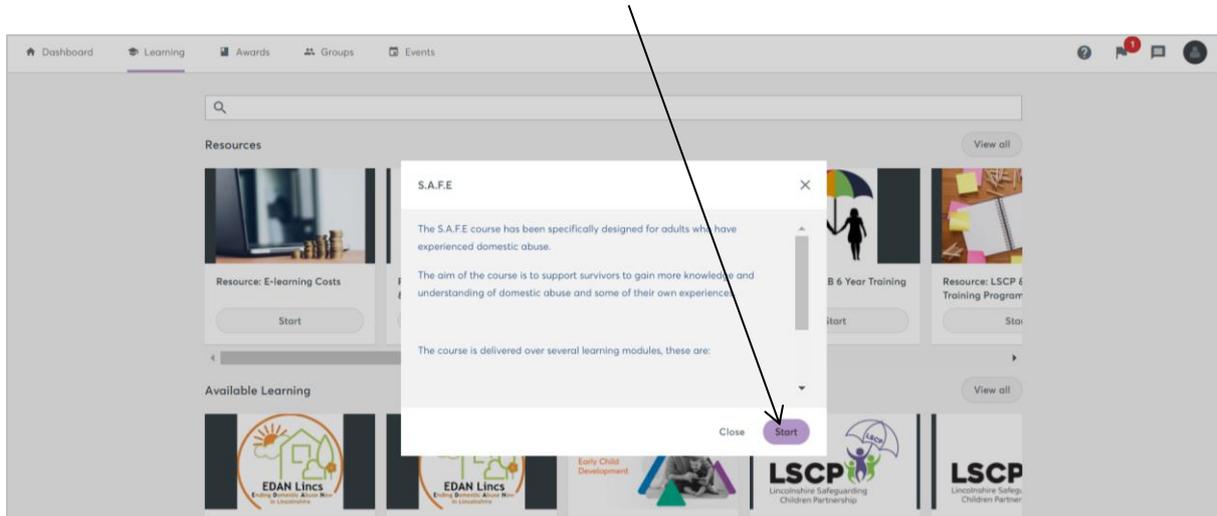


3. You will first see the Active Learning. Scroll down to the Available Learning section. Click Start to begin. Choose one of the two e-learning courses:

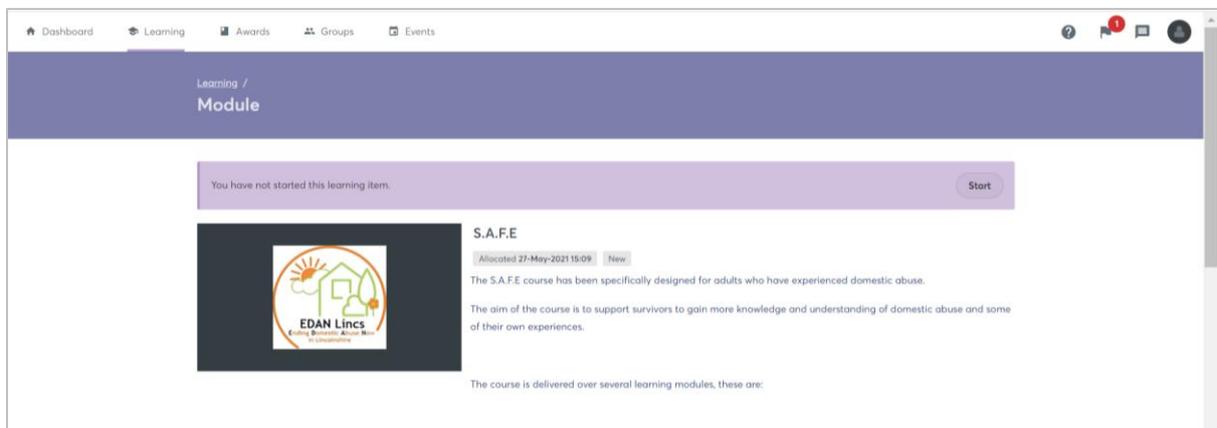
- S.A.F.E
- S.A.F.E (including learning on how domestic abuse impacts on children)



4. This page shows the e-learning course description. Click start:



5. Click start to begin the course:



The Evaluation will become available once the main modules have been completed.

The Certificate will become available once the evaluation has been completed.

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