



# Safeguarding Children Recertification

1

## How to access the Online Safeguarding Children Recertification

### Log in

Please find your **FAN** or **email address** and password. Please do not create a new FAN.

If you have forgotten your FAN please click below.

**FORGOTTEN MY FAN**

### Accessing the course

Once you have your FAN and password follow these steps:

1. Click below to open the Learning Management System.

**OPEN THE LMS PAGE**

2. This should open a screen like this. Click on the words 'Sign In' where the blue arrow is pointing

TheFA Sign In

England | The Emirates FA Cup | St. George's Park | Women | Take Part | Rules & Governance | Shop | More

**LEARNING** [back to 'Take Part'](#)

[Home](#) | [Active Learning](#) | [My Reports](#) | [Find Awards](#) | [Calendar](#)

Home

**WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION**

**ONLINE CPD**

**ONLINE RESPECT**

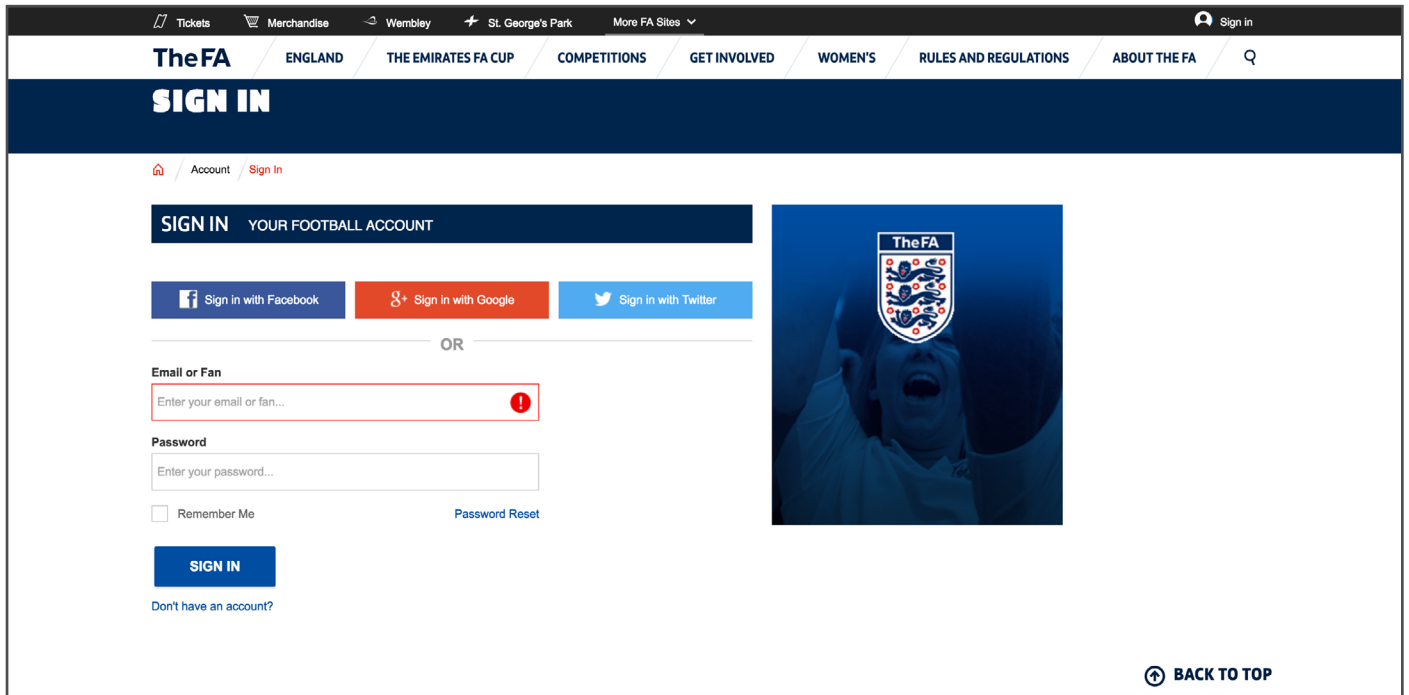
**Calendar**

November 2016

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  |     |     |     |

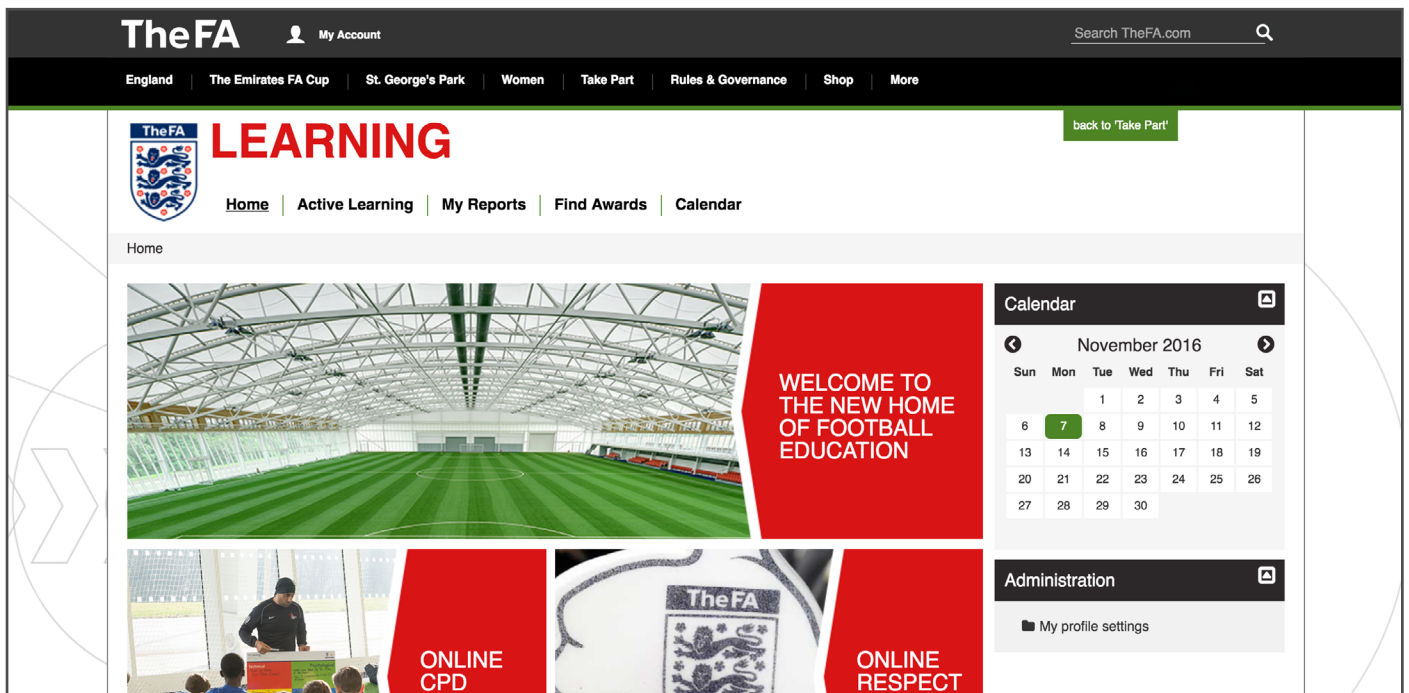
3. When you have clicked on 'Sign In' a screen like this should open.

Enter your FAN and password.



The screenshot shows the 'SIGN IN' page of The FA website. The header includes navigation links for Tickets, Merchandise, Wembley, St. George's Park, and More FA Sites. The main navigation bar lists: ENGLAND, THE EMIRATES FA CUP, COMPETITIONS, GET INVOLVED, WOMEN'S, RULES AND REGULATIONS, and ABOUT THE FA. The page title is 'SIGN IN' with the subtitle 'YOUR FOOTBALL ACCOUNT'. Below the title, there are three social media login buttons: 'Sign in with Facebook', 'Sign in with Google', and 'Sign in with Twitter'. A separator 'OR' is followed by a login form with fields for 'Email or Fan' (with a red error icon) and 'Password'. There is a 'Remember Me' checkbox and a 'Password Reset' link. A blue 'SIGN IN' button is at the bottom left, and a 'Don't have an account?' link is below it. On the right, there is a large image of a person cheering with the FA crest. A 'BACK TO TOP' link is at the bottom right.

4. This will take you to a screen like this. It looks very similar to the first screen but now it says 'My Account' instead of 'Sign In'



The screenshot shows the 'My Account' page of The FA website. The header includes navigation links for England, The Emirates FA Cup, St. George's Park, Women, Take Part, Rules & Governance, Shop, and More. The main navigation bar lists: Home, Active Learning, My Reports, Find Awards, and Calendar. The page title is 'LEARNING'. Below the title, there is a large image of a football pitch with the text 'WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION'. To the right, there is a 'Calendar' section showing November 2016. Below the calendar, there is an 'Administration' section with a link to 'My profile settings'. At the bottom, there are two red buttons: 'ONLINE CPD' and 'ONLINE RESPECT'.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  |     |     |     |

5. Click on the words 'Active Learning' where the blue arrow is pointing. This will open a drop down box.

Click on the words 'Required Learning'.

The next page will be more personal to you but scroll down to find Certifications.

Click on 'The FA Safeguarding Certificate'

6. This will take you to the page shown below. Scroll down and click on 'Launch Course'.

The course page will open.

Scroll down and begin the course, working through each of the five modules.

Once complete, your certificate will be available to download and print off.

Please note: The FA no longer prints and distributes certificates for this course but your FAN will be updated.

## Difficulty logging in?

The most common issue is that a FAN or password has been entered incorrectly. Please check you have the correct FAN and password combination and try again.

If you have followed every step of the guidance and still cannot log in please email your query, contact number and a screen shot, where possible, of the issues you are experiencing to The FA Education team:

[Education@TheFA.com](mailto:Education@TheFA.com)

## Revisiting the course?

If you have already enrolled on the course using the steps above, you can revisit the course by logging into the LMS (steps 1-3) and clicking on the button below to open to course page:

**REVISIT THE COURSE HERE**