



GUIDANCE NOTES NO:

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HOW TO ACCESS THE 'SAFEGUARDING ADULTS' ONLINE COURSE

FOR CLUBS AND LEAGUES

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FOR ALL

HOW TO ACCESS THE 'SAFEGUARDING ADULTS' ONLINE COURSE

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HOW TO ACCESS THE FA 'SAFEGUARDING ADULTS' ONLINE COURSE

We've put this guide together to make it as easy as possible to log-in, find, access and complete the course on our FA learning management system (LMS).

We recommend using either a laptop or desktop computer running Google Chrome. These provide the best compatibility with the LMS and so offer the best online experience. Follow the steps below to access the course.

Once you've accessed the course you'll need to complete it to receive your completion confirmation.

If you have difficulty accessing or completing the course email our support team Education@TheFA.com.

WHO CAN USE THIS NEW ONLINE COURSE?

We believe people from all backgrounds should be able to enjoy taking part in football, and everyone should be treated with respect and fairness.

This course brings to life The FA's 'Safeguarding Adults' policy and describes how it can be implemented in adult open-age disability football.

This course is for anyone who works in or volunteers in adult open-age disability football. That includes coaches, managers, Welfare Officers as well as club officials. Players and carers/ personal assistants are welcome to complete the course so they are familiar with football's safeguarding strategies. But please be aware the course may not be suitable for everyone as it contains some powerful messages about abuse and the need to safeguard.

HOW TO ACCESS THE 'SAFEGUARDING ADULTS' ONLINE COURSE (CONT'D)

LOG INTO THE LMS

The course is hosted on our LMS platform. Log in using your FAN or email address and password. If you can't find them, please don't create a new profile. Instead, use our FAN finder to retrieve your details.

Forgotten my FAN

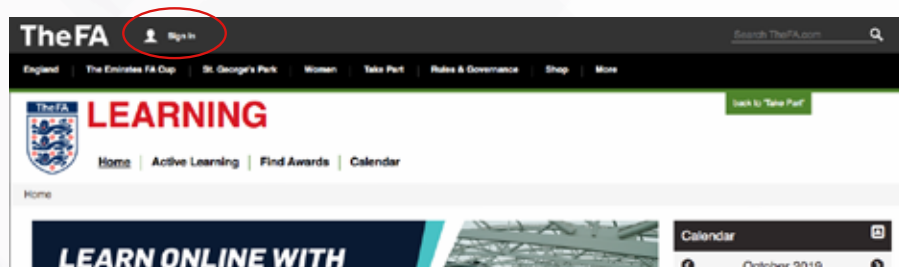
Retrieve password

Once you have your FAN and password follow these steps below:

1. Click below to open the learning management system:

Open the LMS page

This should open a screen like this.



2. Click on the 'Sign In' button indicated by the red circle.

3. You'll then be taken to a screen like this. This is where you enter your FAN and password.



After clicking 'Sign In', you'll be taken to a screen like this.



It looks very similar to the first screen but it now says 'My Account' instead of 'Sign In'.

HOW TO ACCESS THE 'SAFEGUARDING ADULTS' ONLINE COURSE (CONT'D)

ENROL ON THE COURSE

Now you're logged into the LMS, you can enrol onto the course by clicking on the link below. If you are prompted to 'self enrol' please select the 'Enrol Me' button

<https://learning.TheFA.com/course/view.php?id=361>



You will then be enrolled onto the course page to commence your learning.



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.

HOW LONG WILL IT TAKE FOR THE COMPLETION TO SHOW ON MY FAN RECORD?

Please allow up to 72 hours for the completion to show on your FAN record.



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