

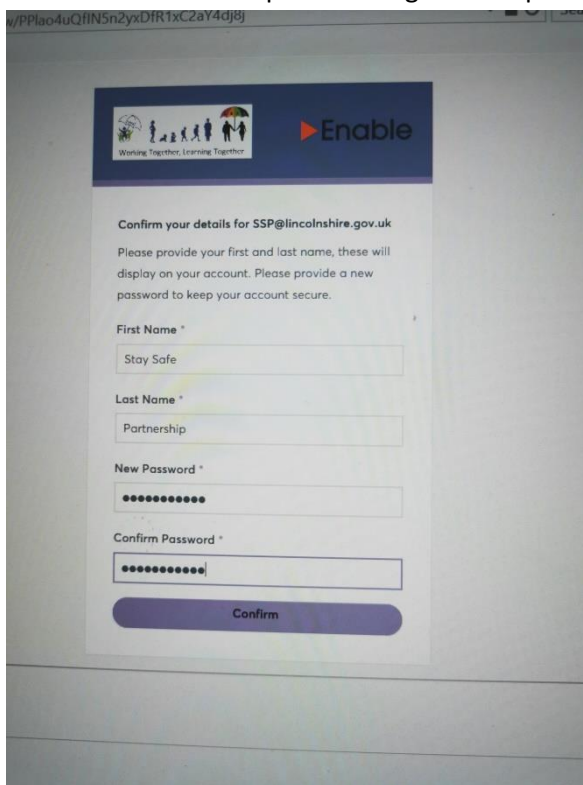
Stay Safe Day E learning How to Guide:

1. You will have received an email with a link to invite you to the course from Virtual College. Sometimes this gets blocked by school IT. If you have not received an email you can access through the following link:

<https://safeguardinglincolnshire.vc-enable.co.uk/>

You will need to sign in if you do not have an account you can click on forgotten password to create one. The sessions are available in your learning tab under recent learning. The sessions all take between 30-45mins to complete.

2. Click the link and complete the registration process:



Confirm your details for SSP@lincolnshire.gov.uk

Please provide your first and last name, these will display on your account. Please provide a new password to keep your account secure.

First Name *

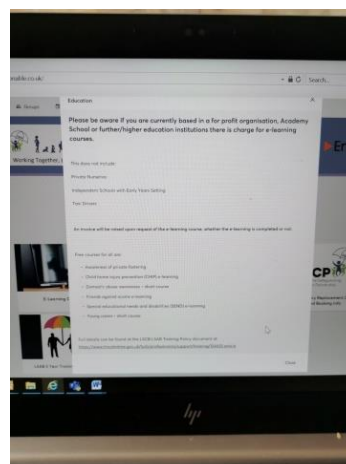
Last Name *

New Password *

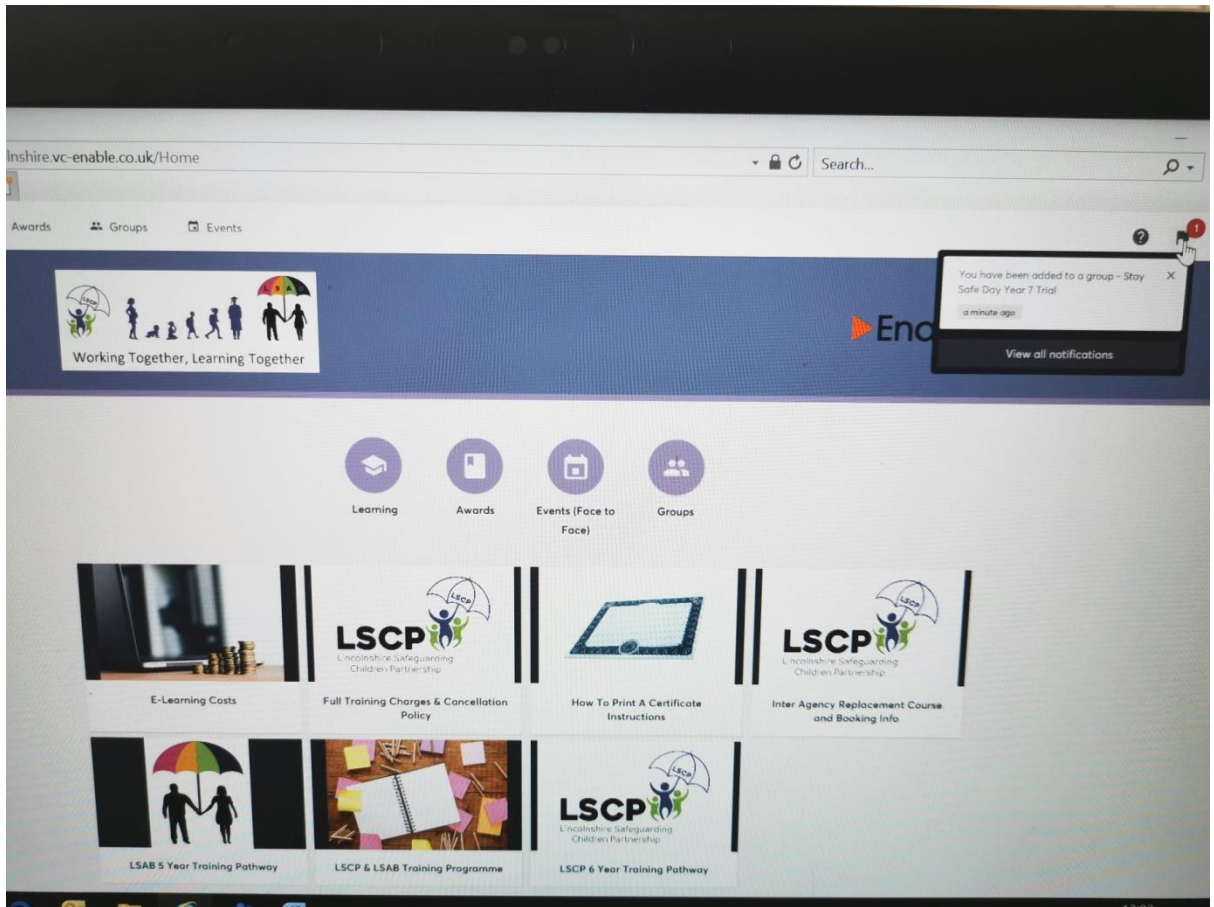
Confirm Password *

Confirm

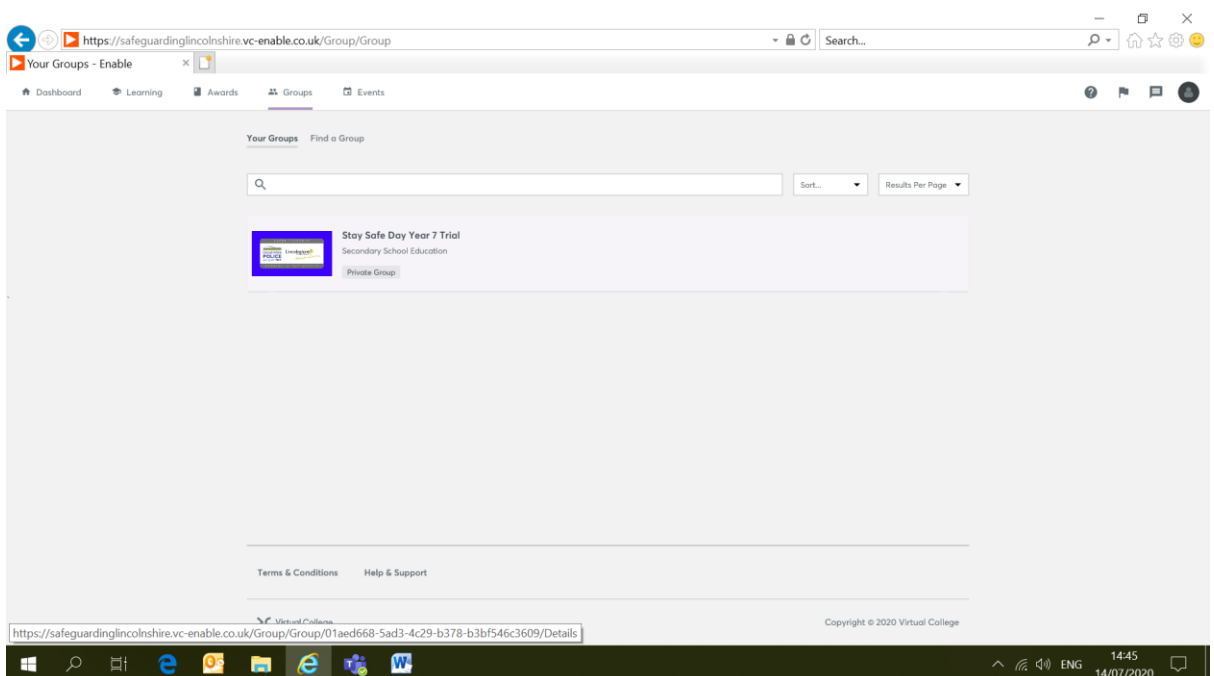
3. Accept the information that appears:



4. On the Dashboard screen click on the Group tab:


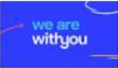





5. You will see your Stay Safe Day year group click on this group:



6. Your courses will be available and will appear in your active learning. They will have the following logos:

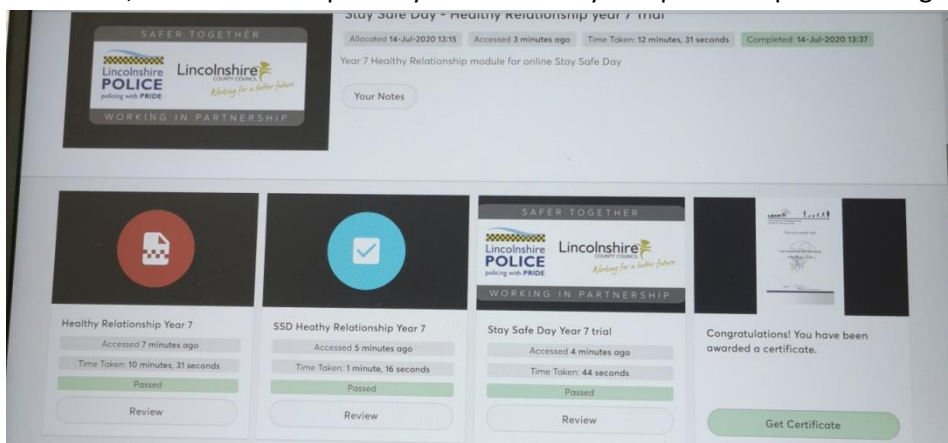
Year 8

	Stay Safe Day Fire Safety	Not Started	>
	Stay Safe Day Drugs and Alcohol Year 7	Not Started	>
	Stay Safe Day ASB Years 7&8	Not Started	>
	Stay Safe Day Online Safety Year 7	Not Started	>
	Stay Safe Day Healthy Relationships Year 7	Not Started	>

Year 9

	Stay Safe Day County Lines and Knife Crime Years 9-11	Not Started	>
	Stay Safe Day Road Safety Year 9/10	Not Started	>
	Stay Safe Day Healthy Relationships Year 9	Not Started	>
	Stay Safe Day Drug Awareness Year 9 -11	Not Started	>
	Stay Safe Day Online Safety Year 9	Not Started	>

7. Click start and work through the each of the modules. When you complete the section click return to module at the top right hand of the screen otherwise your screen will close down and you will have to re log in. There will be four sections to complete in order to obtain your certificate; each area will open as you successfully complete the previous stage.



8. The team will be available from 8am-4pm should you have any questions or concerns about the course. You can contact us at SSP@lincolnshire.gov.uk and we will respond as soon as possible.