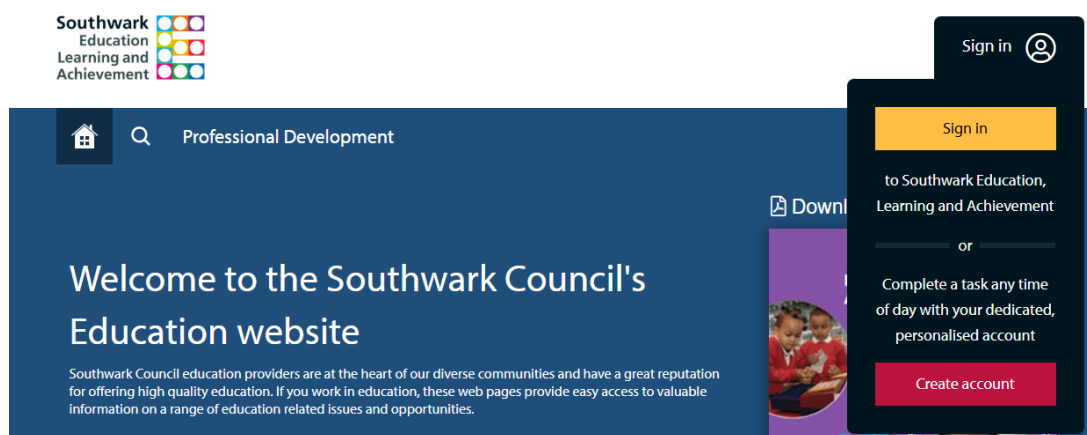


## How to book and pay for your Southwark Safeguarding training

### SIGNING INTO AN ACCOUNT

1 – Go to [Southwark's Education Learning and Achievement](#) page and click **Sign in**.




2 – If you do have an account, log in and go to step 3.

If you do **not** have an account, click '**create an account**'.

Register your details, in relation to your school / setting. Staff members should register using a school email address. Governors may use other addresses if they do not have a school email address.



Sign in 



[Home](#) > [Register](#)

## Register

**New user? Registration is completely free**

If you don't already have an account please register your details. Registration is quick and easy and becoming a member will allow you to:

- Access a range of resources
- Find out about our CPD opportunities
- Contribute to online groups

If you have any problems please [contact us](#).

Fields marked with a \* need to be completed

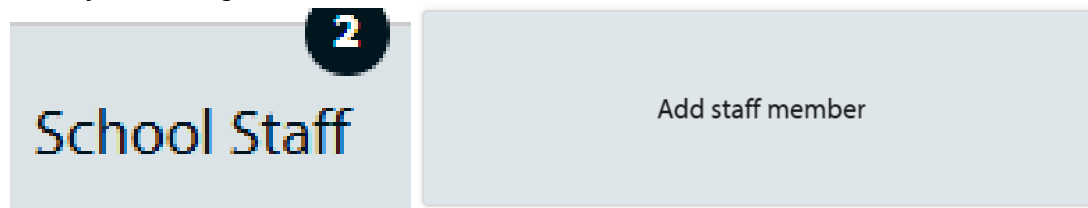
1 Personal details

Once registered, inform Apo ([Apo.Cagirici@southwark.gov.uk](mailto:Apo.Cagirici@southwark.gov.uk)) or Emma ([emma.geiringer@southwark.gov.uk](mailto:emma.geiringer@southwark.gov.uk)) so that your account can be activated from our end without delay.

Once informed the account has been activated, log out and back in to enable the account (you need to do this before you are able to book a course).

**Alternatively**, every school/setting has strategic lead(s) ('management' status on their account) who can add/remove staff members to/from their schools staff list.

Therefore, a strategic lead can log into their own account and add you to the staff list, by selecting the 'School Staff' tab then the 'Add staff member' box.



## **BOOKING A COURSE**

3 – Courses can be accessed through the 'Professional Development' page. Scroll through the pages of courses available and click on the course of your choice.

If you are unsure which course is right for you, contact Apo ([Apo.Cagirici@southwark.gov.uk](mailto:Apo.Cagirici@southwark.gov.uk)) or Emma ([emma.geiringer@southwark.gov.uk](mailto:emma.geiringer@southwark.gov.uk)).

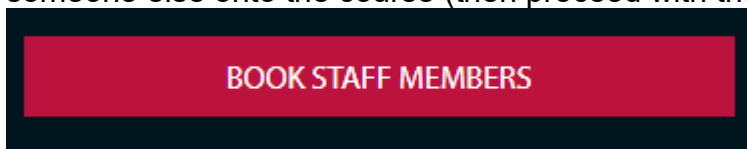


4 – Once you have selected a course, scroll down and click 'book', then confirm 'book' again in the pop up.



5 – You and your school's/setting's strategic leads will then receive an email informing that a provisional booking has been made and payment is required.

**Alternatively**, one of your school's/setting's nominated strategic leads can log into their own account, navigate to the course page and select 'book staff members' to book someone else onto the course (then proceed with the payment, as below).

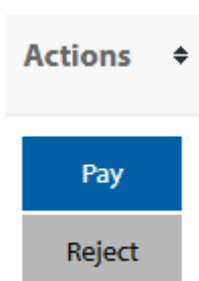


## **PAYMENT**

**6** – One of your school's/setting's strategic leads who has authority to make payments ('management' status on their account) then needs to pay for the booking by accessing the booking by clicking on the 'Courses, Resources, SLAs' tab and then the 'Courses Pending' box.



**7** – The strategic lead needs to ensure to select the correct booking, and select 'pay'.



**8** – Proceed with entering the payment details. Once the payment has gone through your status on our portal will change from 'provisional' to 'approved' at which point your booking is confirmed.