



National
Online
Safety®

Learning Hub

Parents & Carers User Guide

National Online Safety provide 'CPD accredited courses' and 'educational' resources that support schools to educate the whole school community in online safety.



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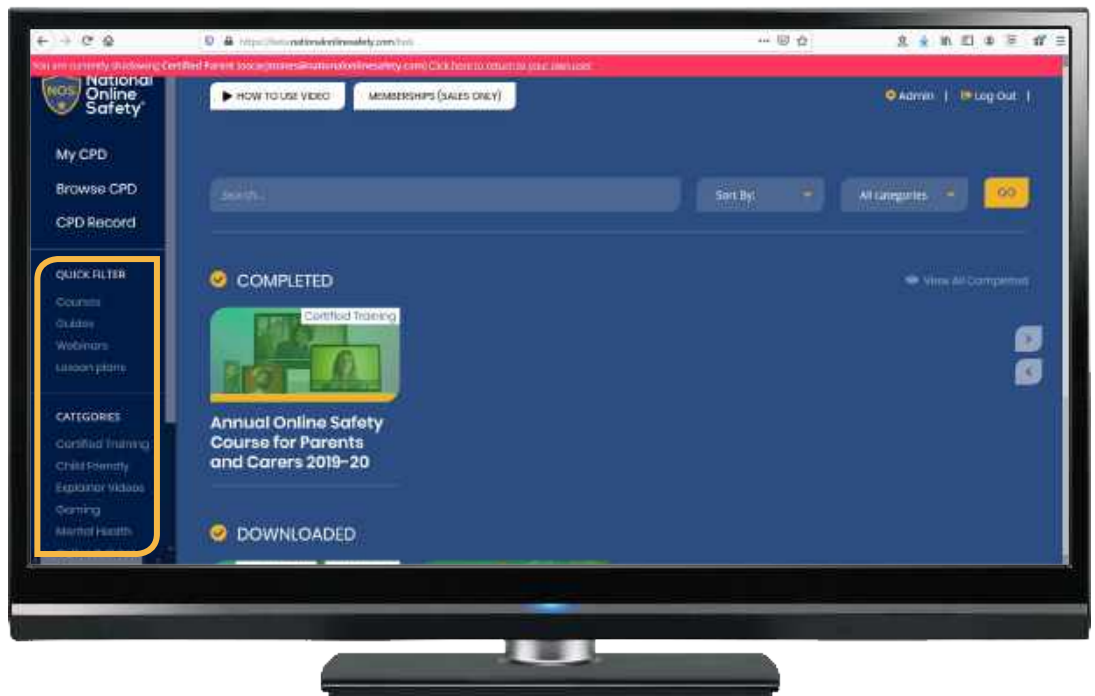
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**Your CPD Record
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Section 1

CPD Courses

Step One:

On your homepage, you can browse all our CPD by using the left-hand menu to filter by content type or content category.



Step Two:

Select the '**Annual Online Safety Course for Parents and Carers**'



– and click '**Start Learning**' to complete the course.

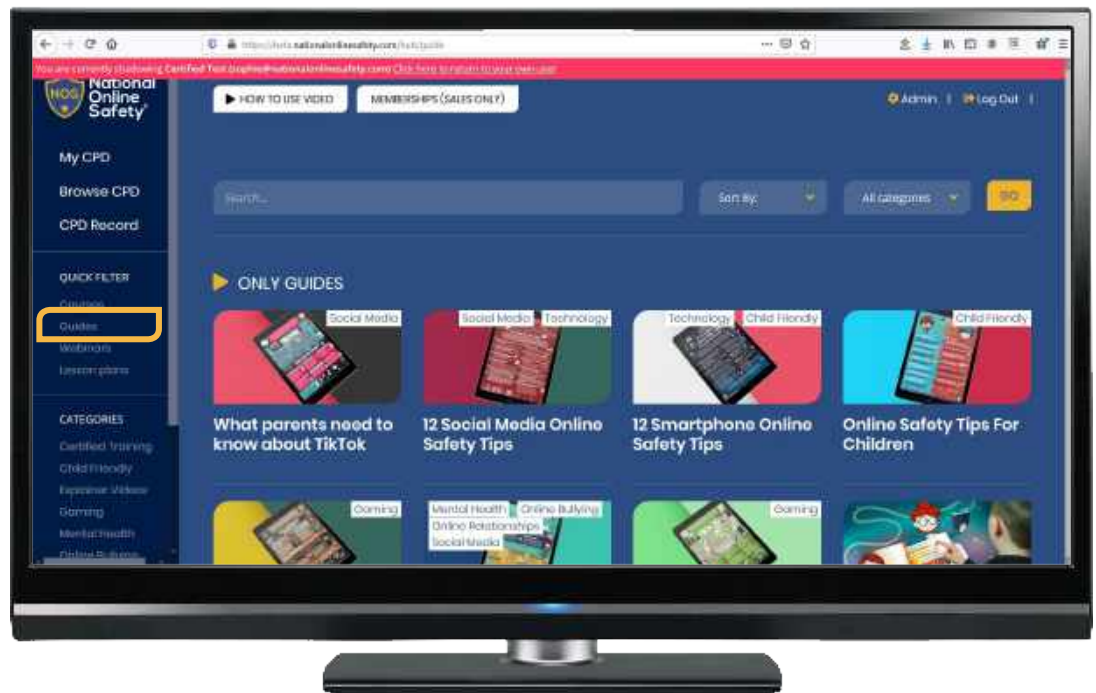


Section 2 Platform Guides

Step One:

To access all our platform guides, you can select **'Guides'** from the left-hand menu. This includes all of our weekly guides for staff, parents and children which are available for download or to view online.

The guides are sorted by category to help you select those which are most useful for you. The topics covered in each guide are displayed in the top right-hand corner of each icon. We have a huge range of guides available for your whole school community and a new guide will be available here weekly.



Step Two:

When selecting a guide, you can either view online, **'Download PDF'** or **'Download JPG'**. Any guide you view & download will show as engaged with in your personal CPD Record. All guides are available for all accounts with a certified membership.

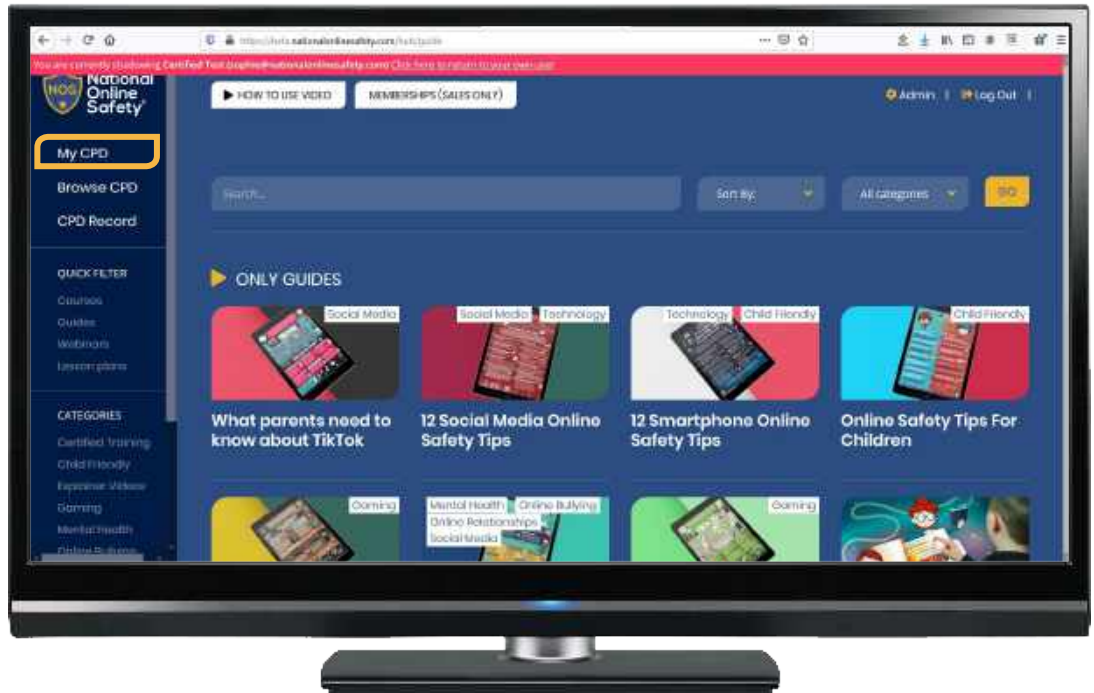


Section 3 Navigating CPD

Step One:

Any content which you have started, completed or downloaded will be available by selecting **'My CPD'** on the left-hand menu.

You'll be able to pick up where you left off with any CPD that's currently in progress, view any completed CPD again and access all your downloaded content.



Step Two:

As well as browsing our CPD by type (as previously demonstrated), you can browse our CPD by category from the left-hand menu. Selecting a topic will bring up all courses, webinars and guides which pertain to that particular topic.



Section 4

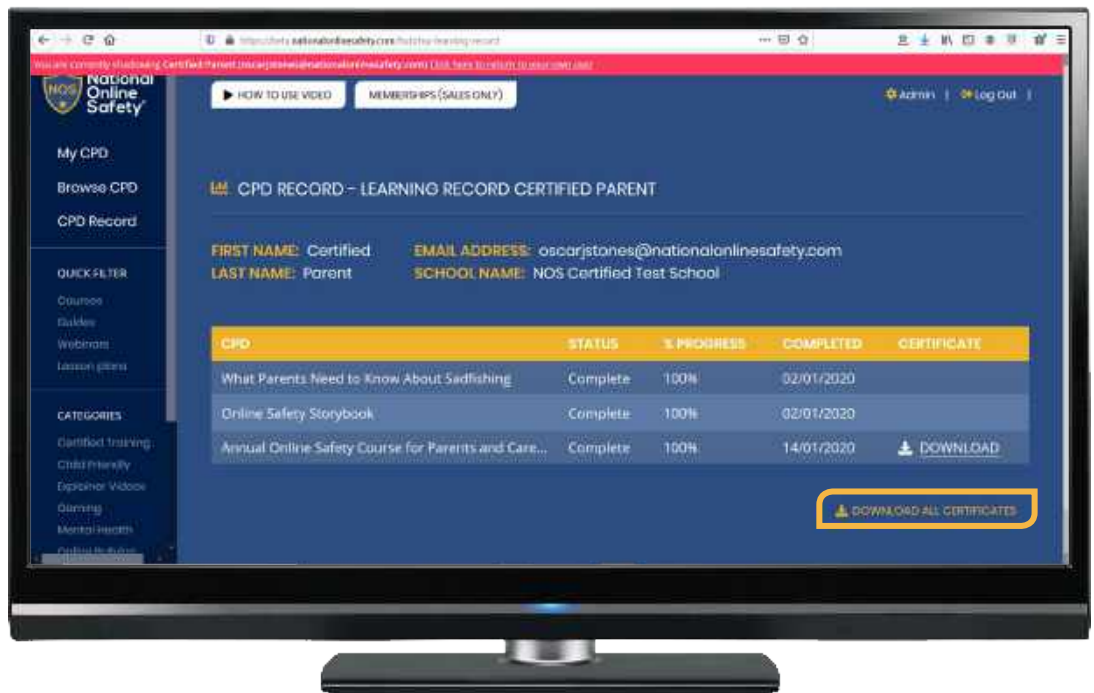
Your CPD Record & Account Management



Step One:

By selecting **'CPD Record'** from the left-hand menu, you can view your personal learning record. This includes all CPD that you've started or completed.

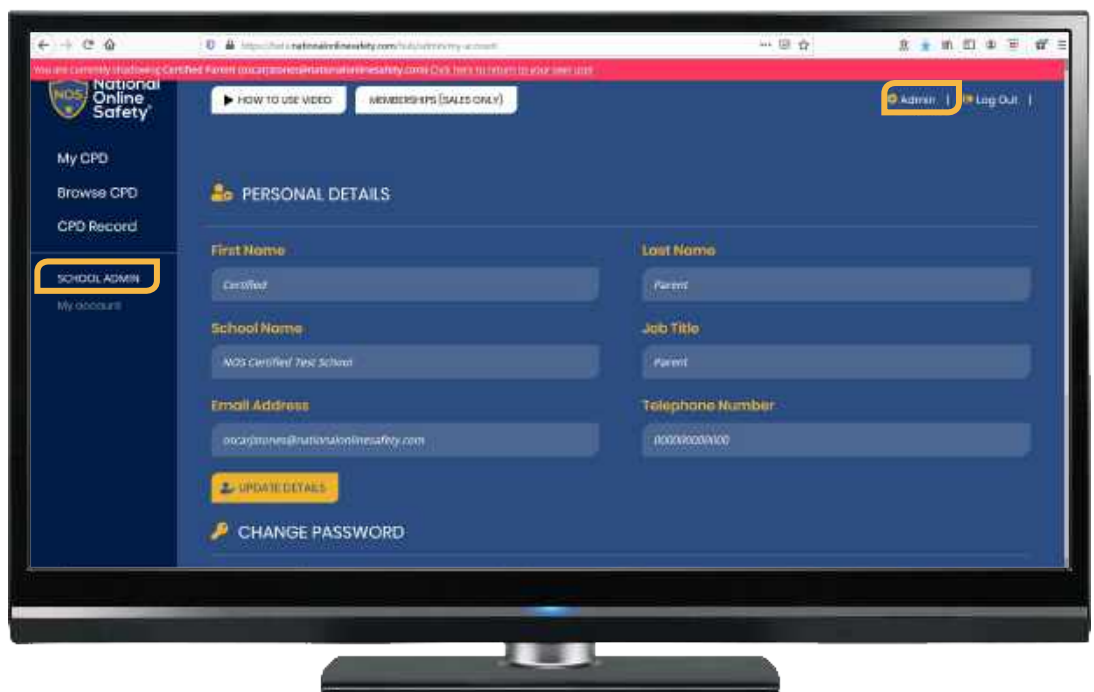
You'll be able to view the name of the CPD, the percentage of progress, your completion date, and download any certificates from completed CPD. If you have several certificates to download, you can bulk download these by selecting to **'Download All Certificates'**.



Step Two:

By selecting **'Admin'** in the top right corner, you can access & edit your account details under **'My Account'**.

You can edit your name, email address, job title & phone number. From here, you can also change your password if necessary.



The Next Step
Get In Touch



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