



## How to access the Safeguarding for Committee Members course

### 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. Select Buy Course.

The screenshot shows the TheFA Learning interface. At the top, there is a navigation bar with 'TheFA' logo, a 'Sign In' button, and a search bar. Below this is a secondary navigation bar with links for 'England', 'The Emirates FA Cup', 'St. George's Park', 'Women', 'Take Part', 'Rules & Governance', 'Shop', and 'More'. The main content area features the 'TheFA' logo and the word 'LEARNING' in large red letters. A green button labeled 'back to Take Part' is visible. Below the logo, there are navigation links: 'Home', 'Active Learning', 'My Reports', 'Find Awards', and 'Calendar'. The breadcrumb trail reads 'Home | Safeguarding for Committee Members | Enrolment options'. The main section is titled 'Enrolment options' and 'SAFEGUARDING FOR COMMITTEE MEMBERS'. Under the heading 'Cost', there is a form with a 'Got a Promotional Code?' label, an input field, and an 'APPLY CODE' button. Below this, it shows 'Total cost' as 'Free'. A prominent red 'BUY COURSE' button is displayed. At the bottom, a red warning message states: 'You will have 15 minutes from when you select 'Confirm details and pay' to confirm your details. If you fail to confirm your details in this time then your seat in the selected session will be available to be selected by somebody else.'

3. When you have clicked on 'Buy Course' a screen like this should open. You will not be charged for this course.

Enter your FAN and password. This screen may look slightly different on an iPad.

The screenshot shows the TheFA Sign In page. At the top, there is a navigation bar with 'TheFA' logo and links for 'ENGLAND', 'THE EMIRATES FA CUP', 'COMPETITIONS', 'GET INVOLVED', 'WOMEN'S', 'RULES AND REGULATIONS', and 'ABOUT THE FA'. Below this is a dark blue header with 'SIGN IN' in white. The main content area has a breadcrumb trail 'Home / Account / Sign In'. The 'SIGN IN YOUR FOOTBALL ACCOUNT' section includes social media login options for Facebook, Google, and Twitter. Below these is an 'OR' separator. The 'Email or Fan' field is highlighted with a red border and a red exclamation mark icon, indicating an error. The 'Password' field is also present. There are 'Remember Me' and 'Forgot Password' links. A blue 'SIGN IN' button is at the bottom left, and a link for 'Don't have an account?' is below it. On the right side, there is a large image of a person cheering with the FA crest. At the bottom right, there is a 'BACK TO TOP' button.

4. This will take you to the course screen. Scroll down and select Before You Start to begin.

The screenshot shows the The FA Learning LMS interface. At the top, there is a navigation bar with 'TheFA' logo, 'My Account', and a search bar. Below this is a secondary navigation bar with links for 'England', 'The Emirates FA Cup', 'St. George's Park', 'Women', 'Take Part', 'Rules & Governance', 'Shop', and 'More'. The main content area features the 'TheFA LEARNING' header and a navigation menu with 'Home', 'Active Learning', 'My Team', 'My Reports', 'Find Awards', and 'Calendar'. A green button labeled 'back to 'Take Part'' is visible in the top right. The course title 'Home | Safeguarding for Committee Members' is displayed, along with a red 'TURN EDITING ON' button. The main content area contains a large graphic with the TheFA crest and the text 'SAFEGUARDING FOR COMMITTEE MEMBERS FOR ALL'. To the right, there is a sidebar with 'County FA Admin' and 'Administration' sections. The 'Administration' section includes links for 'Course administration', 'Turn editing on', 'Edit settings', 'Course completion', 'Competencies', 'Reminders', and 'Users'.

## 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

## 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 and selecting the button below.

[REVISIT THE COURSE HERE](#)