

TRAINING PLATFORM HELP SHEET

Logging in to Your Training Account

Go to <u>www.schoolpro.uk/my-account</u> and enter your username (usually your email address) and password. These credentials are provided in your 'Welcome' email from SchoolPro TLC.

Username or email address *	
Password *	
	•
Log in CRemember me	
Lost your password?	

Resetting Your Password

Lost your password? Please ente	r your username or email address. You will receive a link to create a new password via email.
Username or email *	
-	
Reset password	

If you can't remember or find your password, click the 'Lost your password?' button. You will be directed to a page where you will be prompted to enter the email address associated with your SchoolPro TLC training account.

You will then receive an email with a link to rest your password.

Your Course Profile Page

Once you are logged in you will see your course profile page which will list the courses that have been assigned to you by your training 'Team Leader'. It will look a bit like this:





From here you can see your courses and by expanding the sections either with the arrows in green circles or by using the 'Expand All' button, you can see your progress too.

Each training course takes approximately 45mins-1hr to complete. The system does however save your progress if you need to pause and complete at another time.

	6 Courses	O Completed	O	O Points	
Your Courses					Expand All
Cyber Security Training For Security	chool Staff				٢
COURSE PROGRESS					0% COMPLETE 0/22 Steps
Data Protection for Governor	s/Trustees (m	aintained scho	ols or stand ald	one academie	cs)
COURSE PROGRESS					0% COMPLETE 0/30 Steps

~	Encrypting any personal information held electronically.
~	Holding telephone calls in private areas.
~	Limiting access, i.e. only those who absolutely need to access the data should be able to do so.
~	Checking the security of storage systems.
~	Keeping devices under lock and key when not in use.
~	Not leaving papers and devices lying around.
	< Prevlous Topic Mark Complete Rest Topic Next Topic Next Topic

TIP: When working through the training courses, please ensure that you press the 'Mark Complete' button at the end of each section before selecting 'Next Topic', to save your progress through the course.

Your Training Certificates

Once you have completed each course you will be emailed with a certificate which you can then use to prove that you are up to date with your training. You may share this certificate with your school/trust if they ask you to do so.

If you lose this email, you can access your certificates from within your training account.

On the right-hand side of your training account screen, you will see 'Your certificates'. Under here are links to pdf's of any certificates for your completed courses.

	Administrative Duties and Data Protection
	Records Retention
	오 1 Торіс
	Data Breaches
	2 Topics 1 Quiz
	Subject Access Requests
	✓ 4 Topics
	Additional Training Updates for 2021 and Beyond!
	C 6 Topics
	Final Considerations
Y	our certificates
-	var certificates
Cyl	ber Security Training For School Staff
Da	ta Protection for Child Protection Leads
Da	ta Protection for Education Staff



Resetting Your Training Courses

All staff are required to complete GDPR and Cyber Security training annually, in line with national regulations. When your training certification is nearing expiration and you need to retake the course, please follow the steps below to reset your training access:

Please be advised that initiating a course reset is an irreversible action. Once selected, all associated data- including course completions, dates and results- will be permanently removed. This action cannot be undone.

- 1. Select the course you wish to reset by clicking on its title.
- 2. Once the course opens, you'll see the Course Progress Bar on the righthand side, with the 'reset' option located just below.
- 3. Click the 'Reset Course Progress' button.
- 4. The course will then reset, and you'll be taken to the beginning, ready to start again.

If you do have any issues with any aspect of the training platform, please email

contact@schoolpro.uk

Enjoy your training!





