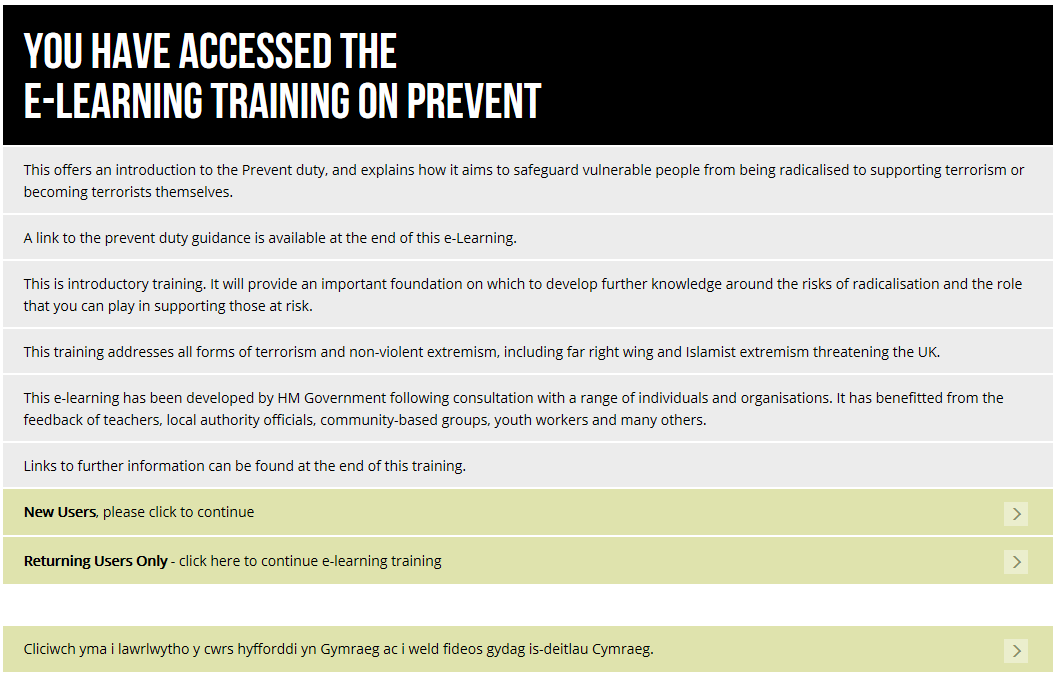
**PREVENT ONLINE USER GUIDE**

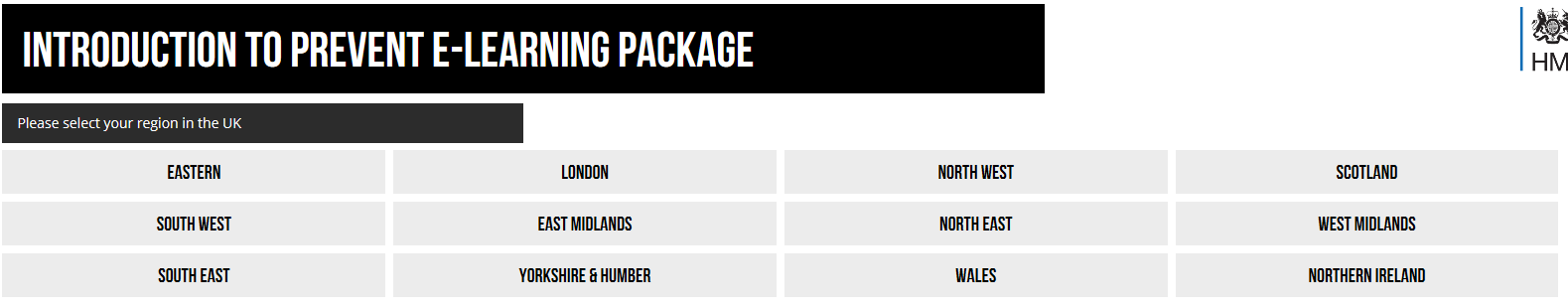
1. Use this link to access PREVENT Online training - <https://www.elearning.prevent.homeoffice.gov.uk>

This page will appear:



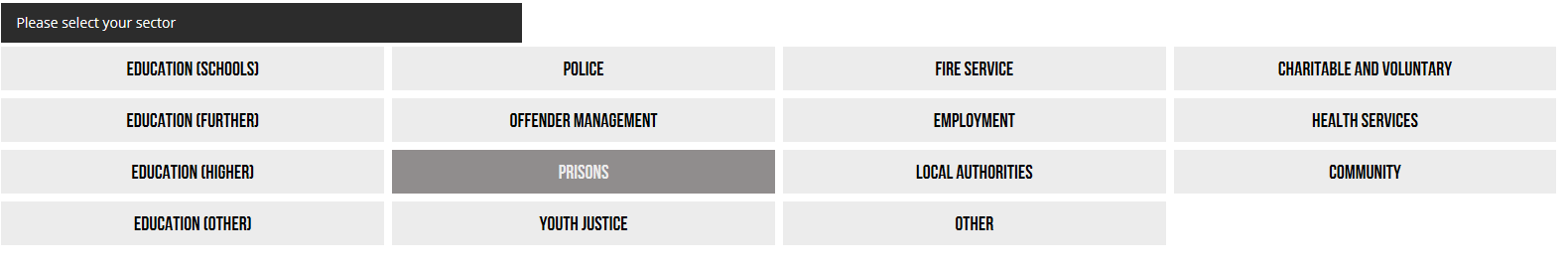
Please click on ‘New Users’.

1. This page will appear:



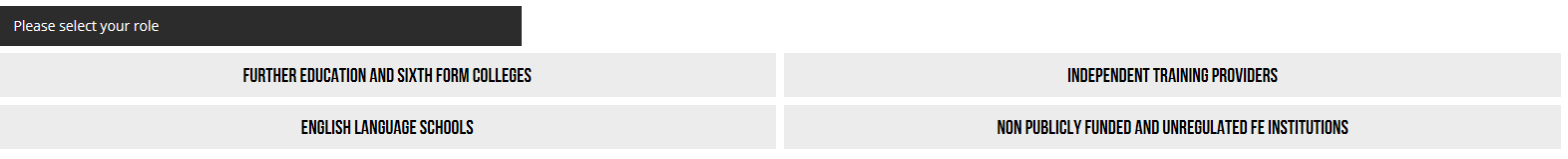
Select the region ‘South East’.

1. This page will appear:



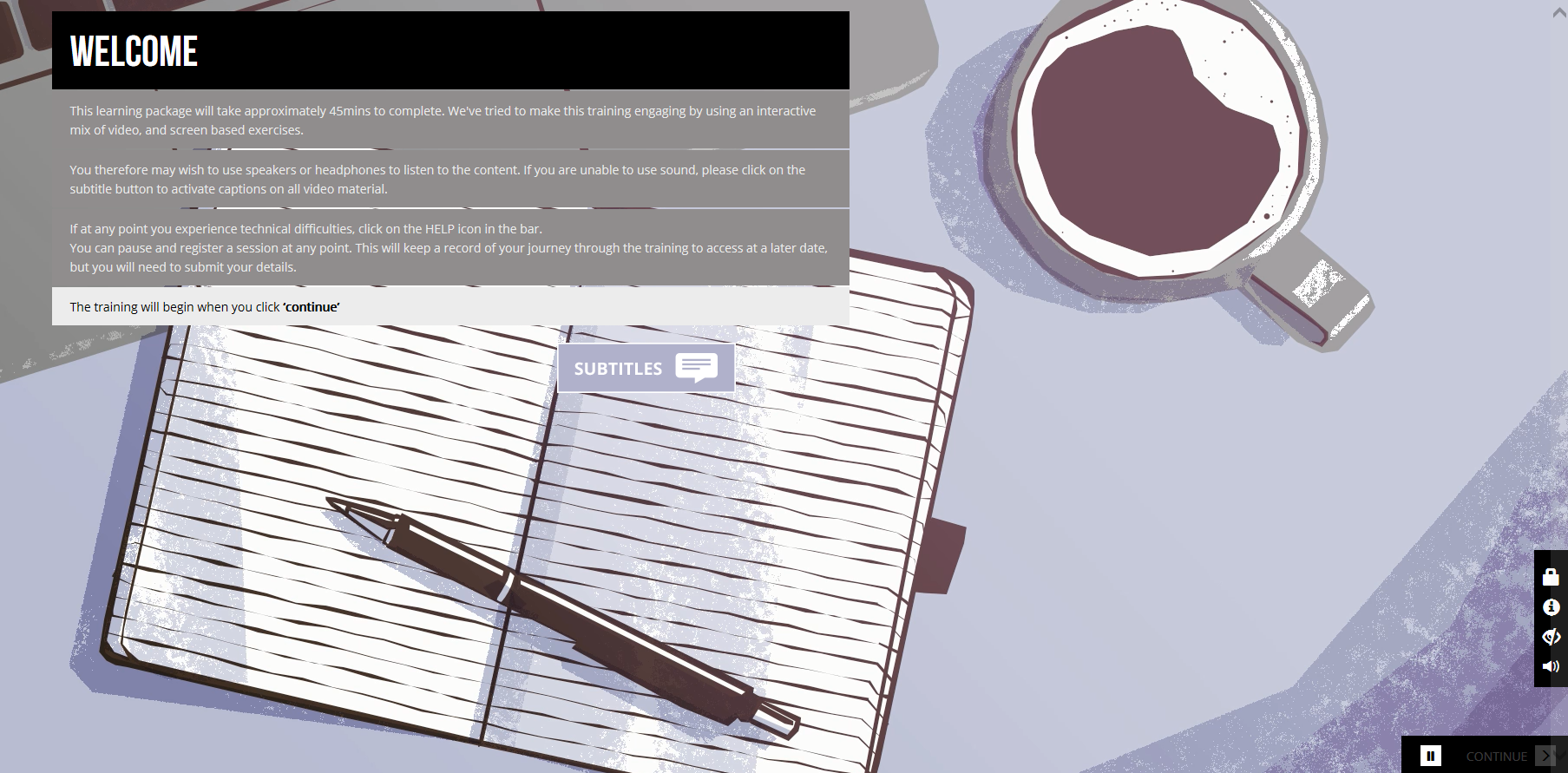
Select the relevant Education sector e.g. Education (Schools) for school staff, Education (Further) for college staff.

1. This page or similar will appear:



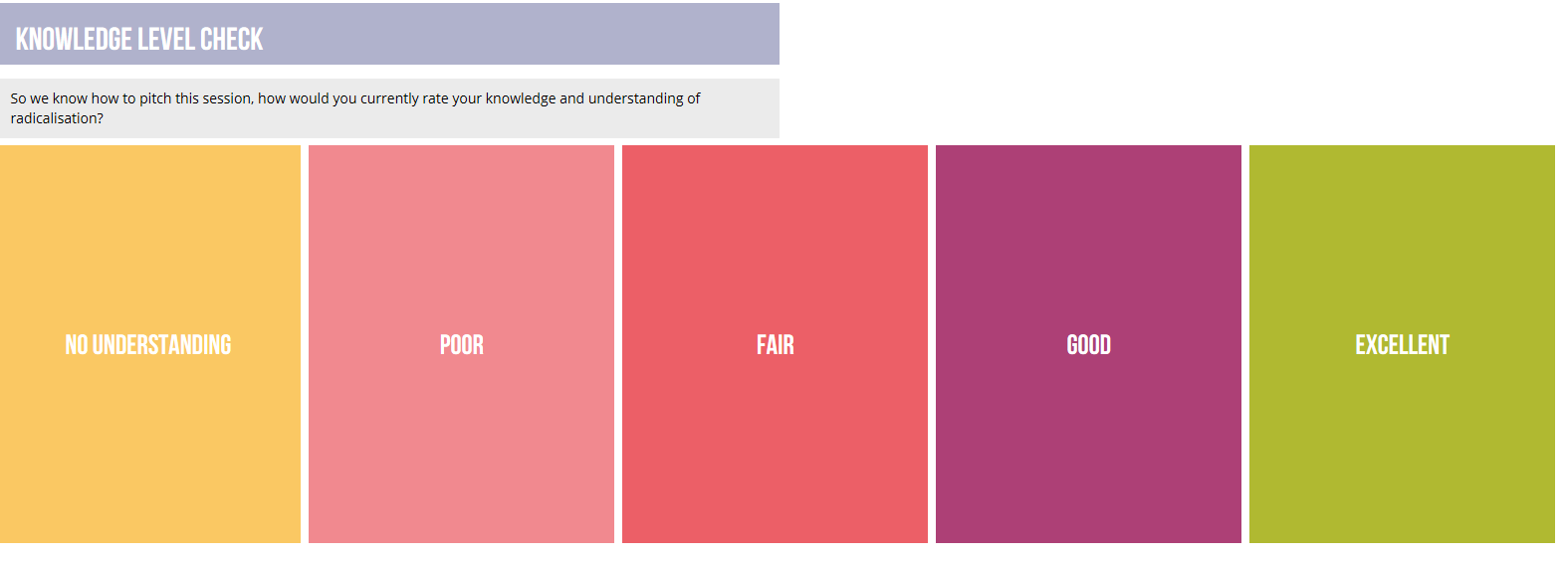
Select a role from the options that best fits with yours within Treloars.

1. This page will appear:



It will give you instructions as to what to do and if you don’t have sound facility you can use subtitles. The training should take 45 minutes.

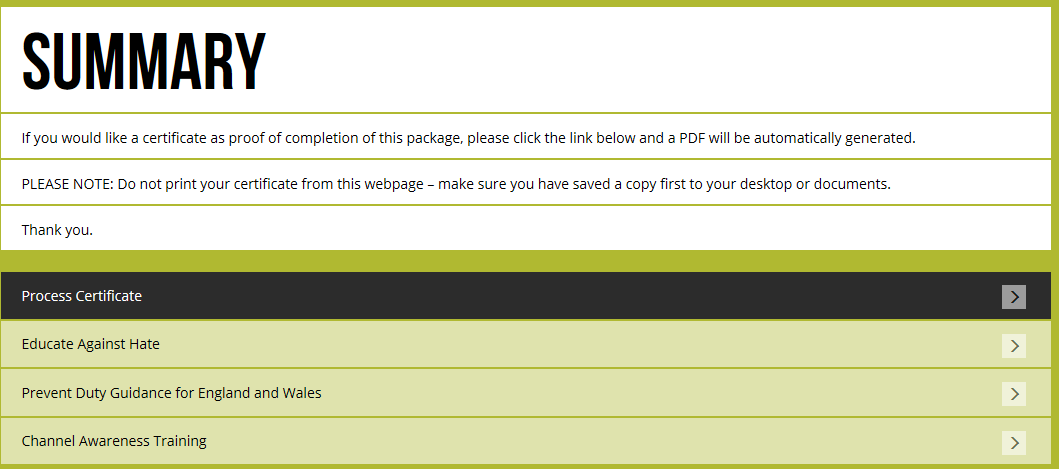
1. The course will ask you your previous knowledge:



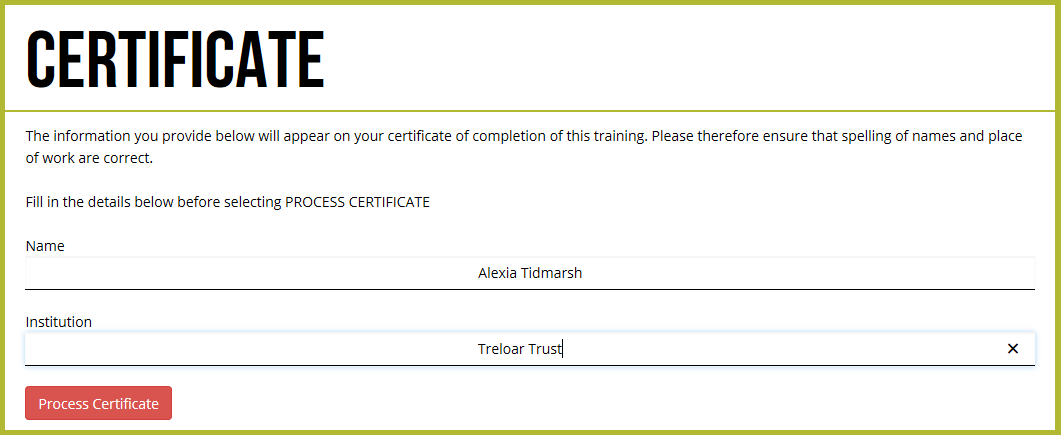
1. You will be asked questions such as ‘Why have you been asked to complete this training’?



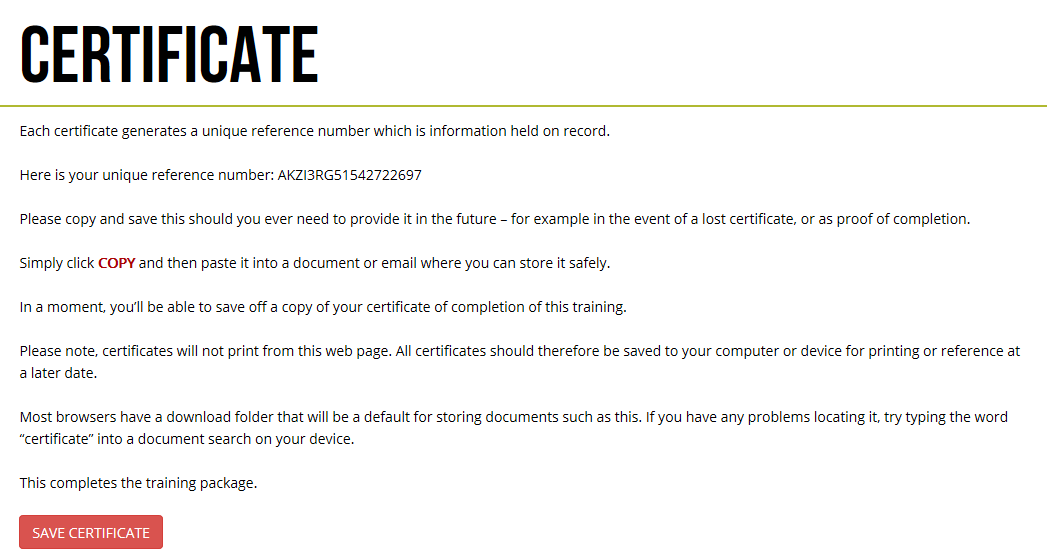
1. You can click on the ‘continue’ and ‘next’ buttons throughout the course.
2. After answering the questions the following page will appear:



1. Click on process certificate and type your name and organisation in and click process certificate.



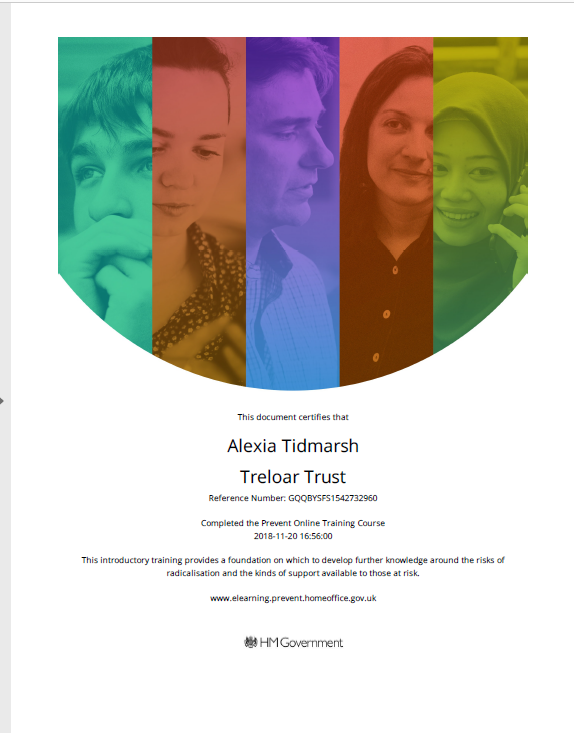
1. The following will appear:



1. Click on ‘Save Certificate’ and the following will come up:



Click on open and save the certificate copy somewhere on your computer.



1. Please email a copy of your certificate to the Training Department so they can update your record.

NOTE: Do not print from the website as this will not work, you must save the certificate before you will be able to print it.