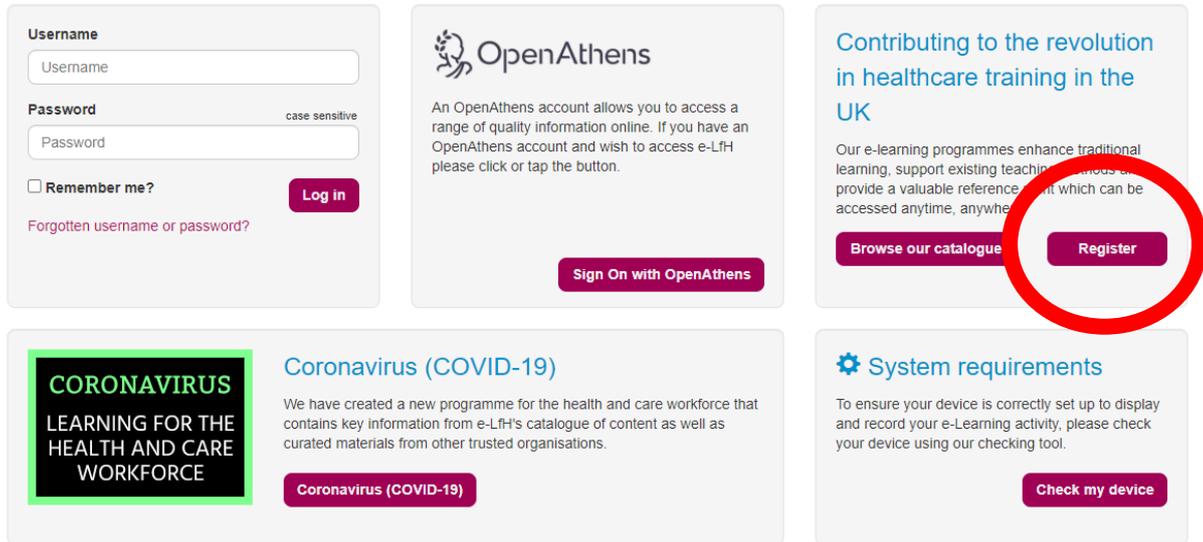


Training: Step-by-step

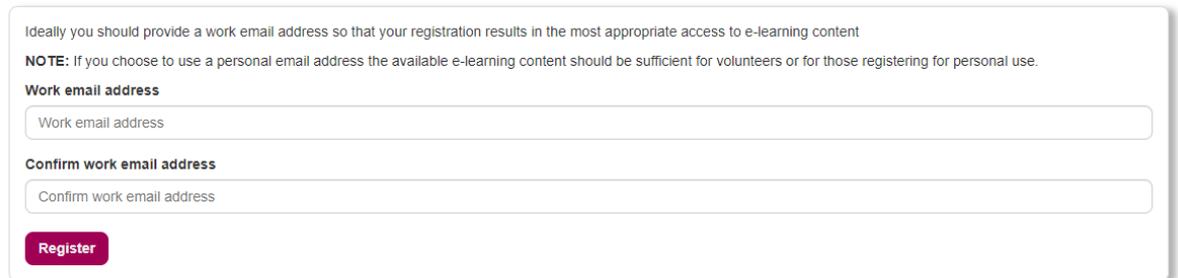
1. Go to portal page: <https://portal.e-lfh.org.uk/> .
2. Click 'Register'.



The screenshot shows the OpenAthens registration page. On the left is a login form with fields for 'Username' and 'Password', a 'Remember me?' checkbox, and a 'Log in' button. Below the login form is a link for 'Forgotten username or password?'. In the center is the OpenAthens logo and a 'Sign On with OpenAthens' button. On the right is a promotional banner for 'Contributing to the revolution in healthcare training in the UK' with a 'Register' button circled in red. Below the banner are two more sections: 'Coronavirus (COVID-19)' with a 'Coronavirus (COVID-19)' button, and 'System requirements' with a 'Check my device' button.

3. Enter work email address.

Registration



The screenshot shows the registration form. At the top, it says 'Ideally you should provide a work email address so that your registration results in the most appropriate access to e-learning content'. Below this is a 'NOTE: If you choose to use a personal email address the available e-learning content should be sufficient for volunteers or for those registering for personal use.' The form has two input fields: 'Work email address' and 'Confirm work email address'. At the bottom is a 'Register' button.

4. Enter details on the registration page.

Registration Details

Your details

Email address <input type="text" value="maxtr2@googlemail.com"/>	Secondary email address <input type="text"/>
First name <input type="text"/>	Preferred name <input type="text"/>
Last name <input type="text"/>	Country <input type="text" value="Select Country..."/>

5. Find closest match to your job title by searching under 'Job Role (Staff Group)'.
e-LfH is a Health Education England Programme in partnership with the NHS and Professional Bodies

Your Current Role

Job Role (Staff Group)

- Accountant (Administrative and Clerical)
- Admin & Clerical worker (Community)
- Admin & Clerical worker (Education)
- Admin & Clerical worker (Health)
- Admin & Clerical worker (Social Care Sector)
- Admin & Clerical worker (Travel and Leisure)
- Adviser (Administrative and Clerical)**
- Analyst (Administrative and Clerical)

6. Enter the postcode of your workplace under 'Place of Work', e.g. to find Worcestershire County Council enter 'WR5 2NP'.

Place Of Work

- HWCCG HQ, NHS HEREFORDSHIRE AND WORCESTERSHIRE CCG, THE COACH HOUSE, JOHN COMYN DRIVE, WR3 7NS (CLINICAL COMMISSIO...)
- LEARNING DIS, WORCESTERSHIRE HEALTH AND CARE NHS TRUST (PRESCRIBING COST CENTRE)
Address: L.DISABILITY,PAVILLION 3, COUNTY HALL, SPETCHLEY ROAD, WORCESTERSHIRE, WR5 2NP
Org Code: Y04417
- SHARED LIVES, WORCESTERSHIRE COUNTY COUNCIL (SOCIAL CARE SITE)
Address: GROUND FLOOR NORTH WING, WILDWOOD, COUNTY HALL, SPETCHLEY ROAD, WORCESTERSHIRE, WR5 2NP
Org Code: VN1LD
- WORCESTERSHIRE COUNTY COUNCIL PUBLIC HEALTH TEAM, WORCESTERSHIRE COUNTY COUNCIL (LOCAL AUTHORITY SITE)**
Address: COUNTY HALL, SPETCHLEY ROAD, WORCESTERSHIRE, WR5 2NP
Org Code: 416AA

7. Once you're done you will see this page.

Registration

Complete

Thank you for registering with e-LfH. You will shortly receive an email notifying you of your username and temporary password.

Please be aware that at busy times, your registration email may take up to an hour to be generated and sent.

If you haven't received your registration email within an hour, please contact support - support@e-lfh.org.uk - after checking your spam and junk email folders in case the email has been diverted.

- Click on the link in the Registration Confirmation email containing your username.
- Set your password:

Password Maintenance

Change Password

Password must be a minimum of 8 characters, must contain at least one numeric, at least one upper case AND one lower case alphabetical characters. The Username and Password cannot match.

New password

Confirm new password

Change Password

- Login using the username in your Registration Confirmation email and your password when prompted, or on the main portal page: <https://portal.e-lfh.org.uk/>.

- Accept the terms and conditions:

Terms & Conditions and Privacy Notice for e-lfh.org.uk

The e-LfH Hub terms and conditions have been updated. **You are required to accept these new Terms and Conditions before you are able to continue to use the Hub.**

Please read the Terms and Conditions below and **click the 'I accept these Terms and Conditions' button.**

I accept these Terms and Conditions

The text here forms part of the terms and conditions of use that every e-Learning for Healthcare (e-LfH) user must accept before getting access to the e-LfH Hub. e-LfH has also made this text publicly available on the e-LfH web site in the interests of transparency and updated based on the GDPR EU article29 Working Party which comes into force on 25th May 2018. The text can be [downloaded in pdf format](#) if required. As e-LfH is part of Health Education England (HEE), you can view the [updated HEE privacy notice here](#).

If you have any queries about any aspect of these terms and conditions, please contact enquiries@e-lfh.org.uk.

Using e-lfh.org.uk

- Set your security questions.

Security Questions

These security questions can be used to help you to log in if you forget your password.

Please be reassured that anything you enter on this page is encrypted and will not be visible to anyone, including e-LfH administrators.

e-LfH will only use this information to help you to log in to the e-LfH Learning Portal.

1 **Please select your first question**

Please select a question... ▾

Please provide your answer

2 **Please select your second question**

Please select a question... ▾

Please provide your answer

Save Security Questions

13. Check your details are correct or change as appropriate.

Job Role

This Role

Job Role (Staff Group)
Admin & Clerical worker (Health)

Grade
Not applicable

Primary Specialty
Acute Internal Medicine

Place Of Work
HWCCG HQ, NHS HEREFORDSHIRE AND WORCESTERSHIRE CCG, THE COACH HOUSE, JOHN COMYN DRIVE, WR3 7NS (CLINICAL COMMISSIO...)

Start Date
05 Aug 2019

End Date

Additional Responsibilities

- Caldicott Guardian
- Information Governance Professional
- Information Security and Risk Professional
- SIRO

Save Changes **Existing Details Correct**

14. Do the technical check.

Login Wizard 1 2 3 4 5

Technical Check

Ensure your device is correctly set up to display and record your e-learning activity, please check your device using our technical checker.

Check my device

Complete Registration

15. Once registered, follow this link to get access to all relevant training modules:

<https://portal.e-lfh.org.uk/Component/Details/458587>

16. Click 'view'.

Statutory and Mandatory Training (SMT)

View **Enrol**

Programme information

Title:
Statutory and Mandatory Training (SMT)

Description:
This programme covers the statutory and mandatory training required for all staff working in healthcare settings. The UK Core Skills Training Framework (CSTF) defines nationally agreed learning outcomes and training delivery standards for the statutory and mandatory training topics.

Users can choose to view the knowledge chapters and then will need to complete and pass the eAssessment to demonstrate the required knowledge and understanding and to complete the course. A user's training record will be updated with their eAssessment score. If users feel that they have the necessary knowledge, they can skip straight to the eAssessment without completing the knowledge chapters first.

Users should refer to their organisation's training policy before commencing on this course.

Created:
20 Mar 2017

Last Major Update:
1 Apr 2019

Keywords:
statutory, mandatory, core skills training framework, CSTF, national training, fire safety, health, safety and welfare, equality and diversity and human rights, resuscitation, basic life support, infection prevention and control, conflict resolution, manual handling, information governance, preventing radicalisation, safeguarding adults, safeguarding children, eAssessment

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17. Click on relevant course title, e.g. Adult Safeguarding – Level 1.

Safeguarding Adults - Level 1

Safeguarding Adults - Level 2

Safeguarding Children - Level 1

18. Click 'Enrol'.

Safeguarding Adults - Level 1 **Enrol**

19. Click 'Play'.

Safeguarding Adults - Level 1 **Play**