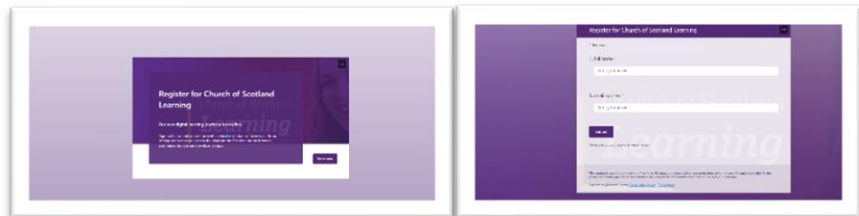# Accessing Church of Scotland Learning

Signing Up

We are using Microsoft forms to register your interest in Church of Scotland Learning using a 2-step process involving your name and email address. This allows us to send you an invitation email to Church of Scotland Learning which is a secure site.

1. Scan the QR code using your smartphone camera to go to the sign-up form where you will see the following screens:

2. Enter your name and email address, click submit and then follow the steps in the below section.

Initial Visit

After you have signed up to join Church of Scotland Learning you will receive an invitation email to sign into the site. Please follow the steps below to gain access:
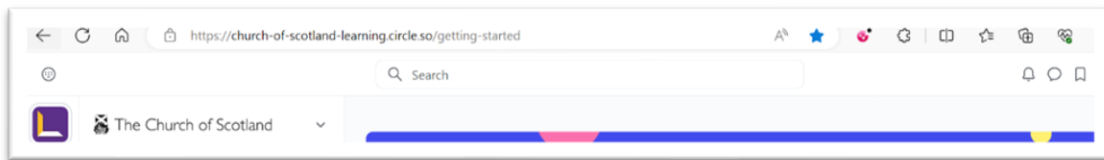
1. Click on the link in your Invitation Email.
2. You will be taken to a sign-up page. Please fill in your name and create and confirm your password. Accept the Privacy Notices if you are happy with them.
3. A Member Profile page will appear, you do not need to fill in the noted areas, however we would ask that you make sure your email and member profile are unavailable to view by moving the slider buttons to off (move to the left-hand side). This is to allow you privacy on the site. These can be changed at a later date.
4. Press Continue.
5. You will be taken to a page entitled Start Here which introduces you to Church of Scotland Learning and provides step by step information on how to navigate the site.
6. Before you sign out read the regaining access information overleaf.

Regaining Access

As Church of Scotland Learning is a private site due to GDPR restrictions, you will need to take some steps in order that you can sign back in easily.
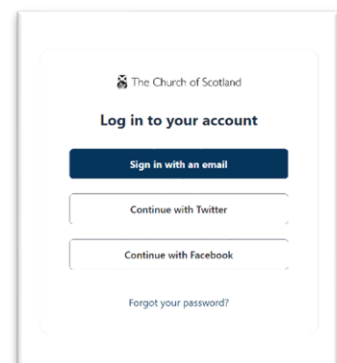
Firstly, mark the site as a favourite on your browser. To do this:

1. Go to the browser search function at the top of your screen, where the web address is displayed.

2. Click on the star on the right-hand side. A drop box will appear asking if you want to add this page as a favourite, select done,

3. The star will turn blue as shown in the photograph below. This will allow you to gain access again by pressing on the favourites star. If prompted by your browser you can choose to save your login details.

4. URL: https://church-of-scotland-learning.circle.so

If you choose to sign out every time you visit Church of Scotland Learning, please take a note of your username and password before signing out.

To sign back in, hit on the favourites button on your browser to bring up the site, when presented with the login page, choose how you wish to login.

If you choose to do this by email, the following page will appear. Add in the appropriate details and press Sign In. If you forget your password, there is the opportunity to reset this. You may be prompted to save your login details, again you can choose to do this as you feel appropriate.