



South East Wales Safeguarding Children Board

Working Together For Children

How to create a profile on the Training booking system

- Click on the link <https://training.sewsc.org.uk> – underneath the training courses’. This will take you to the booking system. *If you are experiencing problems accessing the link i.e. access denied, please try another P.C. laptop, I pad or hand held device which has a more updated version of Internet access.*
- Click on ‘You are not logged in’, found at the top right hand corner of the screen then select Log In.
- Click on ‘Create new account’.
- Choose a user name. *Tip: Use lower case and no spaces i.e. your initial of your Christian name and your full surname.*
- Choose a password *Tip: this should include a capital letter and a numeric and should be 8 characters.*
- Keep a note of your User name and Password as you will need these to log on to the booking system every time you wish to apply for training.
- Complete all the details requested i.e. Name, email address, telephone contact number, job title, Line Manager’s name, email address and telephone contact number, organisation you work for and local authority you cover if applicable
- Click on ‘Create my new account’
- You and you line manager will receive an email to confirm that your profile has been set up. *The line manager must click on a link in their email to confirm the profile. They need take no further action. Just by clicking on the link the profile is confirmed and they should close down any screens that appear.*
- Once the profile has been confirmed by your line manager, you will be able to apply for the training courses – *please note applying does not guarantee a place.*

[If you have any problems creating the profile please contact the SEWSCB Business Unit on 01443 864546/4670](#)