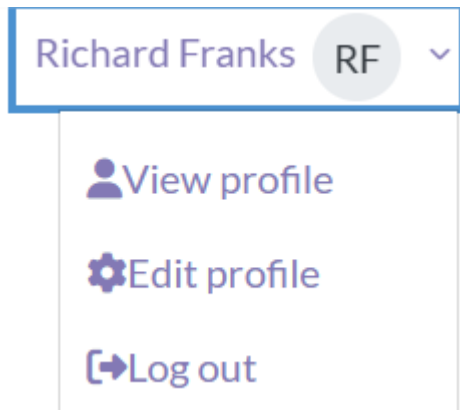


Log onto the training portal

Click on your name (top right of screen) and click on Edit profile



Scroll down to My Organisation Details and enter my email address in the highlighted box in this screenshot then click on Update profile.

My Organisation Details

Diocese



Hereford

Cathedral



N/A

Training Institution



Not part of a Training Institution

Religious Community

Not applicable

My Church's Town/City and Name (eg
Leeds: St Peters)

St Laurence's Ludlow

Role in church

Electoral Roll Officer

Local reporting (allow a user with the
following email address to view my
training record)

dick.franks@stlaurences.org.uk

Additional "Local reporting" email -
optional

Update profile

Cancel