#### MAY 2024

## Go1 Troubleshooting Guide Department *for* Education, Children and Young People (DECYP)

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# Am I using the right web address (URL) to access the DECYP Safeguarding Training?

Please ensure that you are using the following URL to access the DECYP Safeguarding Training - <u>https://decyp-safeguarding.mygo1.com/p/#/app/dashboard</u>





Department for Education, Children and Young People

#### Having trouble signing up?

DECYP's Safeguarding training is made and operated through the Go1 website (portal).

You may have completed other training through Go1 and already have a Go1 account.

If you do, you will be presented with a prompt indicating this when attempting to sign up (see highlighted section below).

Press click here to log in.



Please note: If you have forgotten your password at this step, you may need to reset it. Please see below.

#### How do I reset my password?

If you enter your password incorrectly when attempting to log in to the Go1 portal, you will be presented with a prompt to reset your password (see highlighted section below), or there is also a "forgot your password" (also see highlighted section below) option available.

If you select either of these options, you will be prompted to enter your email address and a password reset link will be sent to your email address. Please note: the link will only be valid for 24 hours.

Update your password and proceed to log in.

| Tasmanian<br>Government  |
|--|
| Log in   |
| Don't have an account? <u>Sign up</u>  |
| Welcome to DECYP's Safeguarding Training for<br>volunteers and external providers. If you are having<br>issues logging in, please email<br>safeguarding@decyp.tas.gov.au |
|  |
| Please ensure that your email and password are correct. Still having trouble?<br>Reset your password   |
| <u>Keser your passificita.</u>   |
| Email  |
| Password 💿   |
| Forgot your password?  |
| Log in   |
| By continuing you agree toDECYP Safeguarding's<br>Terms of Use and Privacy Policy  |

# What do I do if I successfully log into my account, but I am not presented with the Department for Education Children and Young People page or training modules?

Once successfully logged into your Go1 account, you should be presented with this screen:



If you are not presented with this screen, click on your initials/profile picture in the top right corner. You will be presented with a drop down, then click on the icon "View all portals" (see highlighted section below)

| Department for Education,   | ONI INE I  | LW View profile                        | ING |
|---|--|--|-----|
| ian   ennution and roung roopio   |  | DECYP Safeguarding<br>View all portals |     |
|   |  | Go1 Admin New                          |     |
|   |  | -\- Insights                           |     |
|   |  | Administer                             |     |
| Hi  | Hi 👘   |  |     |
| Welcome to the DECYP's Safeguardi   | Welcome to the DECYP's Safeguarding training for volunteers and external providers:  |  |     |
| 1.COMPULSORY training module - ' <u>Y</u>   | → Integrations   |  |     |
| You must watch this and present you<br>click on the ' <u>Your Obligations</u> ' video               | You must watch this and present your certificate at a DECYP site before you engage with childrer<br>click on the ' <u>Your Obligations</u> ' video button to begin.  |  |     |
| ** Remember to get your certificate of  | at the end of the training **  | i Terms                                |     |
| 2. OPTIONAL Advanced training mod   | 2. OPTIONAL Advanced training modules:   |  |     |
| This advanced training is voluntary for<br>more about keeping our children and<br>learning sessions | This advanced training is voluntary for DECYP volunteers, external providers, and anyone in the<br>more about keeping our children and young people safe. It is to be completed by individuals and<br>learning sessions. |  |     |
| Click on the <b>'Your Obligations'</b> video  | button below to watch it and get your certificate  | [→ Log out                             |     |
| Have you watched the video and for  | aot to download your certificate? <b>Click here</b>  |  |     |
| have yes matched the video and for  | gorio dominoda your commedici: <b>Cilex nere</b> .   |  |     |

#### Continued on next page...

You will then be presented with a list of all the portals that you are a member of. Click on the "DECYP Safeguarding" portal (see highlighted section below) to successfully move into the DECYP Safeguarding Training portal.

Please note – users may have one or multiple portal options available, this will depend on other registrations with various organisations.



If you are still having issues logging in, please email <a href="mailto:safeguarding@decyp.tas.gov.au">safeguarding@decyp.tas.gov.au</a>