

All Saints' Catholic Voluntary Academy

1: LOG IN TO YOUR ACCOUNT

- Go to: <https://onlinesafetyalliance.org/certificate/>
- Press the green button to log in.
- Scroll down the page and select to log in with Microsoft.
- Log in using your school email address and password.

2: ACCESS YOUR COURSE

Once logged in, you will need to agree to our privacy statement and then select 'Available Courses' from the top navigation bar. Select the appropriate course and enter the correct enrolment key:

For Key Stage 3: allsaints3

For Key Stage 4: allsaints4

For Key Stage 5: allsaints5

3: COMPLETE EACH TOPIC

Each online safety topic has a series of resources for you to work through including videos to watch and things to read. Many activities include 'knowledge checks' which you must complete before moving on. Only once you have worked through these resources will you be able to take the on-screen test for the topic.

Earn badges and increase your level as you work through the tasks.

4: RETURNING TO YOUR COURSE

It is unlikely that you will complete the entire certificate the first time you log in. The quickest way to access your course next time is from the 'Certificate Log In' button on the OSA homepage at <http://www.onlinesafetyalliance.org/>

5: CLAIM YOUR CERTIFICATE!

Once you have successfully completed all tests you will be able to claim your OSA Certificate of Online Safety. This will be available at the bottom of your course page.