

#### 1. Accessing the learning content

You can access a range of digital health courses via the <u>Australian Digital Health</u> Agency's online learning portal.

If you have previously registered, you will need to log in to access the course.

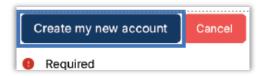
### 2. First time users need to register

If it is your first time logging in, you will be asked to create a new account via the <u>sign-up</u> <u>screen</u> pictured.

# 3. Creating a new account

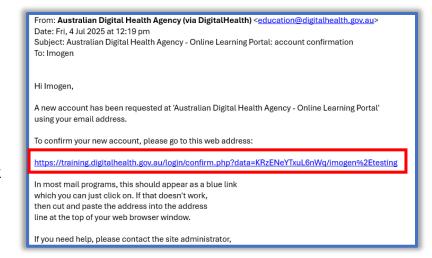
To register, select **Create new account** then enter the following required information:

- i. username and password
- ii. email address (one you can access on the device you are signing up on)
- iii. first and last name
- iv. Your occupation (select from dropdown)
- v. Healthcare setting (select from dropdown).

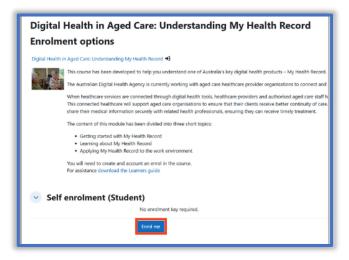


- Select Create my new account

   (an email will be sent to you from education@digitalhealth.gov.au
   to confirm your account) followed by Continue.
- Check your email and select the link listed to confirm your account.
- Then press Continue and the link will take you directly to the course.
- Be sure to follow the link in your email rather than any other open browser windows.



If you did not receive the confirmation email check your spam/spam folder. For further support contact our help desk via Email: <a href="mailto:help@digitalhealth.gov.au">help@digitalhealth.gov.au</a> or Phone: 1300 901 001, Mon-Fri 8am-5pm (AEST/AEDT)



### 4. Completing the course

- Once you are signed in or have registered using the process above, you will see the course landing page shown.
- Select the 'Enrol me' button where you can access and complete the course
- To access the learning resources, scroll down and select the hyperlinked topic name. The image below is an example.



### 5. Exiting the course

Exit activity

- At any time, you can exit by clicking the Exit activity button on the right.
- Your progress will be saved.

### 6. Returning to the course

- When returning to the Online Learning Portal, you can use this link.
- Or from the <a href="https://example.com/home-page">home-page</a>, select **Courses** to see and access your courses.



## 7. Certificate of completion

Once you have successfully completed the course you will be emailed a certificate.
 This can also be accessed within the online learning portal under the Certificate of completion section.

# 8. Troubleshooting

• For assistance with eLearning courses and access contact the Australian Digital Health Agency Help Centre.

Email: help@digitalhealth.gov.au or Phone: 1300 901 001 Mon-Fri 8am-5pm (AEST/AEDT)