ANMF Aged Care Training Room

Learning and Communications Platform User Guide

This guide has been developed to help you get the most out of our online learning and communications platform.

You will be enrolled in a learning program, plus have the option to self-enrol in any of the learning activities.

This guide covers:

- How to login
- Accessing your learning activities and communication
- Printing your certificates of completion
- Accessing your training transcript

We recommend using Google Chrome **to access the learning platform and activities.** Google Chrome is the most commonly used browser, is *free to download* and works on most computers and portable devices.

And most importantly… if you are not sure what to do, can't access the learning site or the learning activities then please call or email us (see details below).

Getting Ready

You will receive an email with your *Username* and temporary *Password* and a link to the **Learning and Communications Platform website.** *Check your junk or spam if you don't see the email in your Inbox.*

You will also receive learning activity enrolment emails and reminder emails. *So please keep your email details up to date in the system.*

Getting Started

1. Login to the training site at **anfagedcaretrainingroom.org.au**

2. **Enter your Username and Password and click LOGIN.** *There is also a **NEED HELP** button on this page; take a few minutes to read through the FAQ's to get familiar with the learning platform.*

3. Once you have logged in you need to read the **Terms and Conditions** then click 'I Agree'.

4. You now need to change your Password. Your Password needs to be **8 characters** long. Type your new password in the **NEW PASSWORD** box and then type it again in the **CONFIRM PASSWORD** box. Then click **SAVE.**
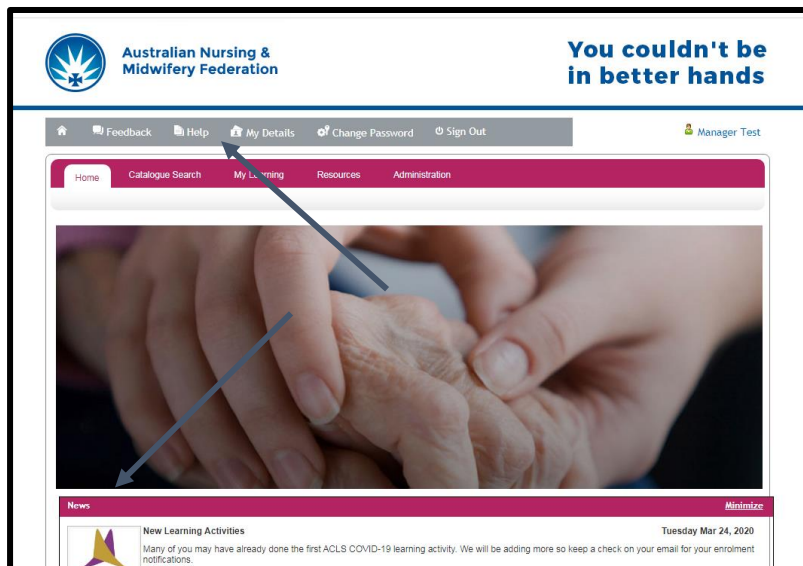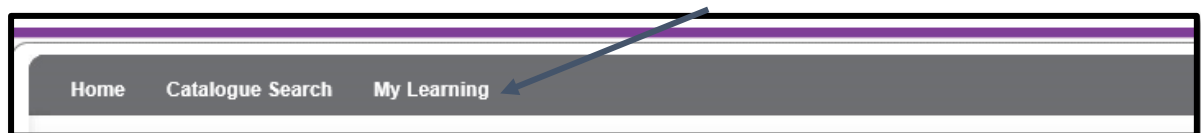
Accessing Your Learning Activities and Communication

This next page is the **Home** page where you can: access your learning activities, update your details, change your password, provide feedback or ask questions.

We recommend that you click on the **Help** tab and read through the **FAQ's** and check the **News** section on a regular basis for updates and information.

5. To access your learning activities click on the **My Learning** tab.

6. Open the learning activity by clicking "view"

**7.** Start the learning activity by clicking "Enter"

You will then need to adjust your browser settings to access the learning activities from Google Chrome.

8. Click on "Popup Blocked"

9. Click on "Always allow pop-ups from **http/www.anfagedcaretrainingroom.org.au** "

This will only allow pop-ups for the ANMF Aged Care Training Room website, it will not allow pop-ups from other websites.
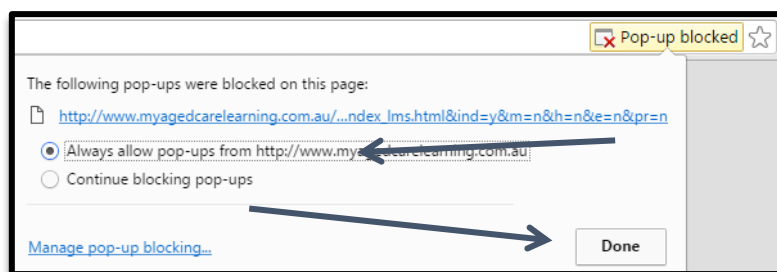
10. Remember to click **Done**.

Completing Learning Activities, Transcripts and Certificates

Each learning activity has audio scenarios as well as activities and assessments to complete. You must complete all pages, activities and assessments to be deemed competent.

Once you have completed each learning activity it will appear in the **Completed** section in **My Learning.** Every completed learning activity is then automatically recorded in your **Training Transcript (PDF)**.

11. If you want to print your certificates of completion:
   • Click in the PDF button next to the name of the learning activity
   • Then **right** click your mouse and select **Print.**

12. If you want to print your training transcript:
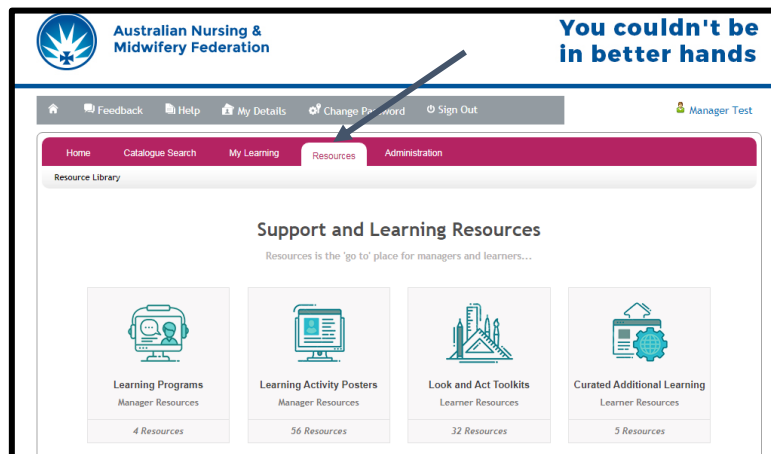   • Click on the Training Transcript PDF (right hand side)
   • Then right click your mouse and select **Print.**
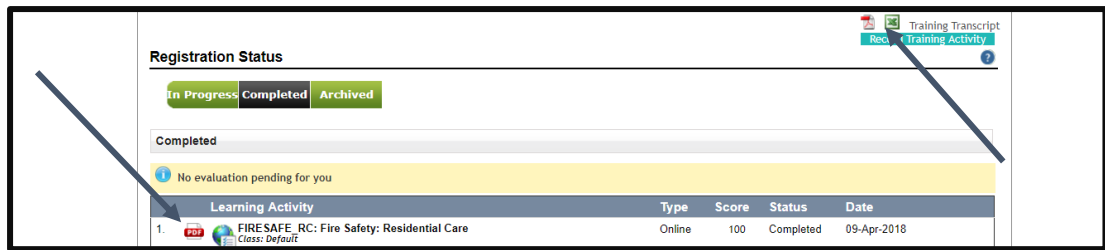
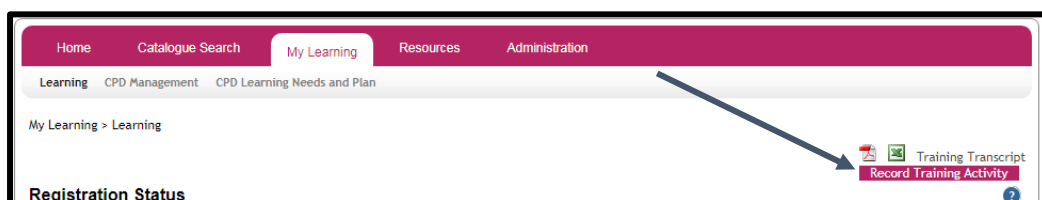## Accessing Additional Resources

Additional resources and learning can be accessed in the 'Resources' section in the Learning Management System.

Click on **Resources.** Then select the category you wish to view.

Additional LMS Functionality

To add an ad-hoc learning record, click on the **Record Training Activity** tab.

Then complete the details in the form and remember to click **Submit.**

Registered nurses can manage their continuous professional development requirements by clicking on the **CPD Management** tab.

Online learning can be accessed anywhere and at any time. We recommend that you keep on track with completing your learning activities. And remember to ask for help if you are having any issues.

Email us at info@agedcarelearningsolutions.com.au

Call us on 0299991993