

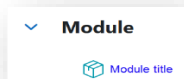
# Learner Guide

## Step 1: Log in or create an account on the Agency portal

1. Click the “Enrol now” button for the course you wish to enrol in and click “Continue”.
2. If you have an existing account, log in.
3. If you do not have an existing account, click “Create a new account” and enter the following required information:
  - Username and password
  - Email address (one you can access on the device you are signing up on)
  - First and last name
  - Your occupation and healthcare setting
4. Click “Create my new account” button.
5. Check your email and click the link listed to confirm your account, click “continue”.
6. Click the “Enrol me” button.
7. You are now logged into the Agency portal and enrolled in the training.
8. At any time, you can access the course in the Agency’s learning portal by logging in with your account details.

## Step 2: Undertake the training course

1. You are now enrolled in the training.
2. Click on the name of the module listed under the “Module” section of the course page



3. You can exit the learning resource at any time by clicking the “Exit activity” button in the top right.
4. Once you have successfully completed the training, you will receive a Certificate of Completion.

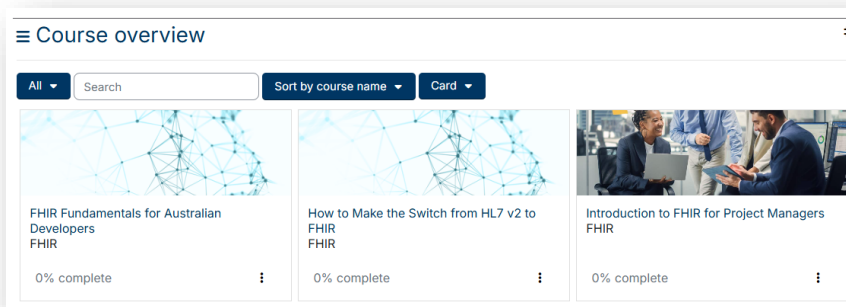
## Step 3: Access the course in the future

1. To access the course in the future log into the Agency portal at, <https://training.digitalhealth.gov.au>
2. Use your existing account to log in.

3. Click the Courses button on top to see the courses you are enrolled in.



4. To access the learning resources, scroll down and click the tile of the course name.



5. Email [standardsacademy@digitalhealth.gov.au](mailto:standardsacademy@digitalhealth.gov.au) for support.