

Lifeline eLearning Logon Guide – CONFIDENTIAL

DV-alert Indigenous Workshop Pre-reading

Date: 2-3 June 2016

Location: Kununurra Waringarri Aboriginal Corporation, 2229 Speargrass Rd Kununurra

Name:

Username: Password:

1. Introduction

Lifeline eLearning is our e-learning website accessible via <http://learning.lifeline.org.au>. This guide will explain how to log on to the site and enrol in your course. Please note this document is a confidential document and must not be distributed to unauthorised parties. Breaches of this policy may result in the user's account being suspended.

2. Requirements

To use Lifeline eLearning effectively, you must have:

- a computer or other device (e.g. iPad or tablet), depending upon your preference
- the latest version of a compatible browser for your computer or device with cookies enabled (Internet Explorer, Google Chrome, Safari, Mozilla Firefox, etc.)
- computer skills (e.g. using a browser and navigating the internet, logging on and off, etc.)
- speakers or headset for audio and/or video recordings

Note: This site does use Flash on occasion, which may not be compatible with all mobile devices.

3. First time users – logging on and accessing your course

For first time users, there is a two-step process to logging on and accessing your course:

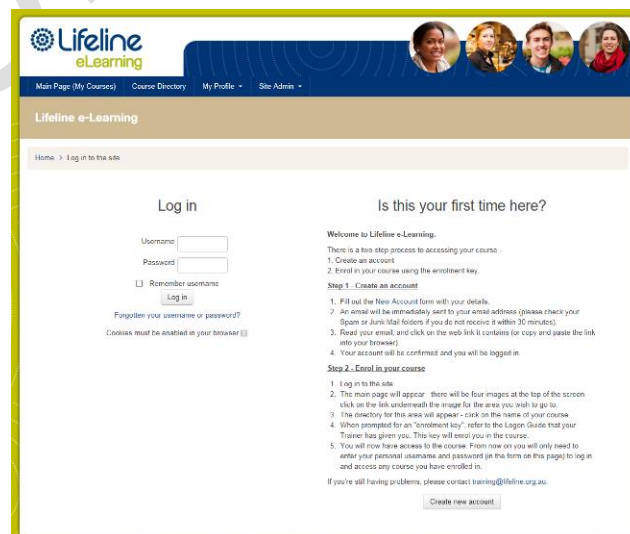
1. First, you need to create an account
2. Then, you need to enrol in your course using the enrolment key.

The details for this process are outlined below.

Existing users: If you already have an active Lifeline eLearning account, log in to the site under *Log in* using your account details. If you have forgotten your username or password, click on *Forgotten your username or password?* and follow the instructions on screen.

Step 1 - Create an account

1. Open your browser and go to <http://learning.lifeline.org.au> (no www). The following screen will appear:



2. Read and follow the instructions on screen under the heading '*Is this your first time here?*'

Step 2 - Enrol in your course

1. If you are not already logged in, log in to the site. The main page appears as below:



2. Four images appear at the top of the screen with links beneath them: Crisis Supporter Training, DV-alert Training, Corporate Training or Forums - click on the **DV-alert Training** link.
3. The list of courses for this area will appear – click on **DV-alert Pre-reading: Indigenous Workshop e-learning**
4. On the next page, this section will appear:

▼ Self enrolment (Student)

Enrolment key Unmask

Enrol me

In the field marked “Enrolment key” (B) enter the following (TIP: tick the box next to *Unmask* to make the text visible so you can check what you’re typing is correct):

23Kununurra

5. Click *Enrol me*.
6. You should now be enrolled into **DV-alert Pre-reading: Indigenous Workshop e-learning** and should be taken to the main page of the course.

You can now commence the e-learning as instructed – **it is important that you complete the activities in the order that they appear on the page.**

7. Support

If you have any difficulties with Lifeline eLearning, please refer to the FAQ document available from the Lifeline eLearning home page or contact your Trainer.
If your issue is not resolved after that, or you are having problems, please contact dvalert@lifeline.org.au. Please note that **responses can take up to 3 business days.**