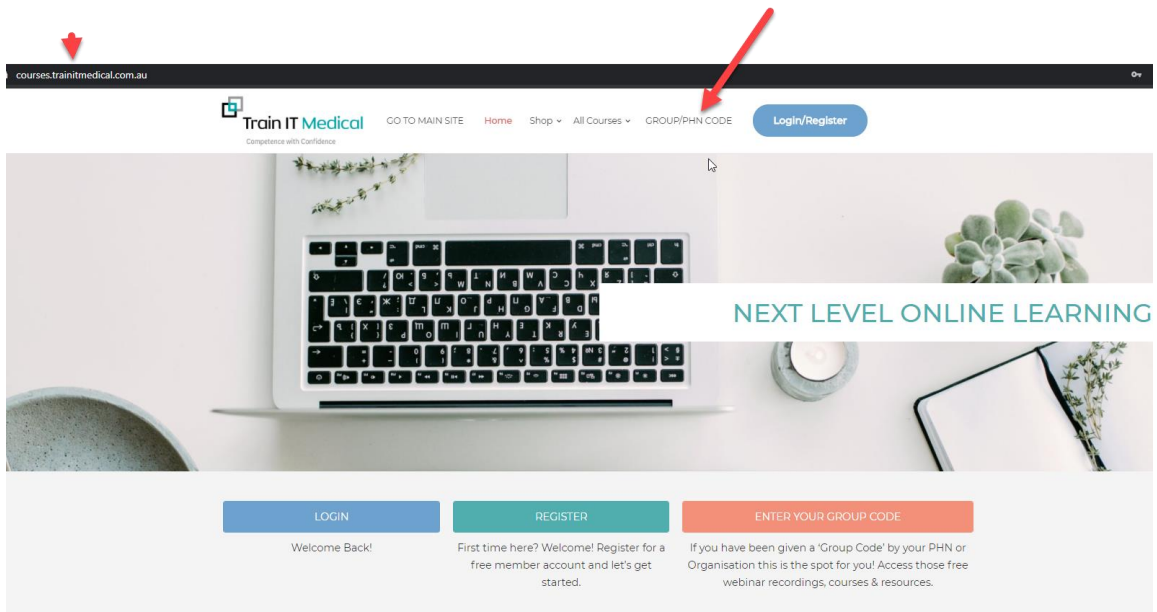


# LMS Group and Course Access Instructions

## PHN Tasmania

**STEP 1:** Go to <http://courses.trainitmedical.com.au/>

**STEP 2:** Select **GROUP/PHN** code from the menu.



### STEP 3: LOGIN OR REGISTER FOR AN ACCOUNT

If you are new to the site enter your details to register.  
If you have previously registered for an account, select the blue 'Log in' button.

Enter the Group Code given to you > **Submit**

The PHN Code for PHN Tasmania is **PHT-DATA2021**

First Name	<input type="text"/>
Last Name	<input type="text"/>
Username	<input type="text"/>
User Email	<input type="text"/>
User Password	<input type="password"/>
Confirm Password	<input type="password"/>
Practice ( if applicable )	<input type="text"/>
Role ( if applicable )	<input type="text"/>
Group Code	<input type="text"/>
	<input type="button" value="Submit"/>

The following screen will display: Click **Log In** to access your courses.

Please login to view your courses

Username or Email Address  
sueg@mail

Password  
.....

Remember Me


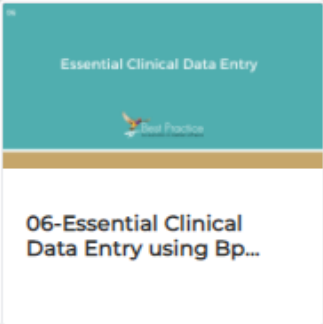

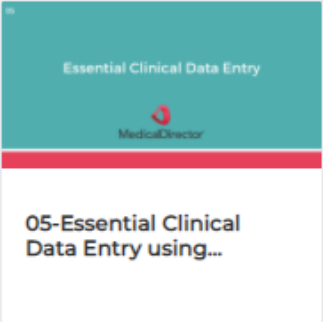
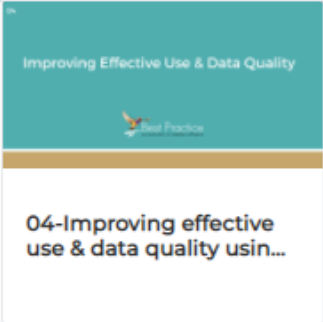

**Log In**

[Register](#) | [Lost your password?](#)


Courses that you are currently enrolled in

**STEP 4:** Once logged into [courses.trainitmedical.com.au](https://courses.trainitmedical.com.au) you will see a list of courses you are enrolled in.

### Courses that you are currently enrolled in

 <b>PRIMARY HEALTH TASMANIA</b>	 <b>06-Essential Clinical Data Entry using Bp...</b>	 <b>52-PIP QI – Implementing Quality...</b>
 <b>05-Essential Clinical Data Entry using...</b>	 <b>04-Improving effective use &amp; data quality usin...</b>	 <b>03- Improving effective use and data quality...</b>

## STEP 5: START YOUR COURSE

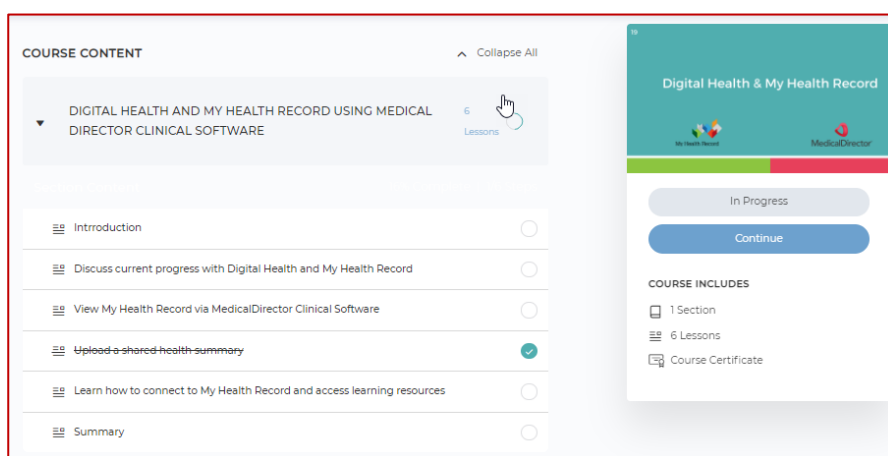
1. Click on the TILE of the course you want to start. 
2. Click the 'Start Course' button



19-Digital Health and My Health Record Using...


Note this will then change to 'Continue' and you can go in and out of courses as many times as you like. Your dashboard view enables you to easily 'pick up where you left off'.

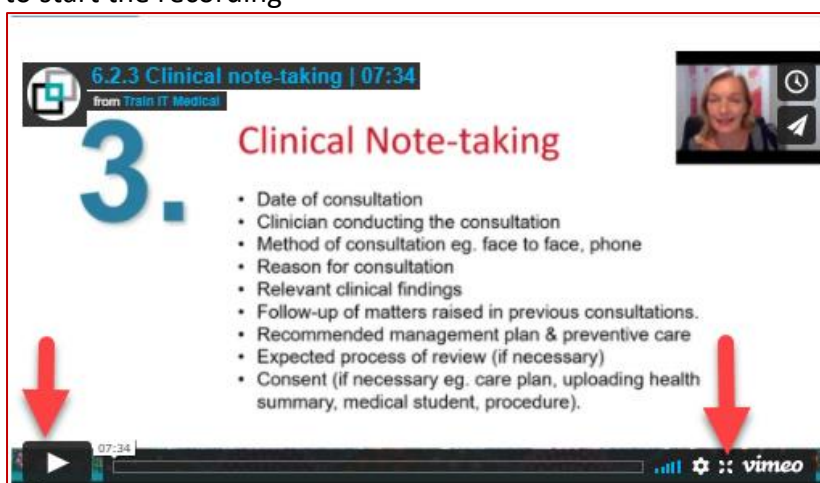
## STEP 6: START YOUR LESSONS



1. Click to select the lesson you wish to begin.

The lessons within each course do not have to be completed in order, so you are welcome to choose any lesson within your course at any time. You can 're-do' lessons as many times as you like.

2. Select  to start the recording



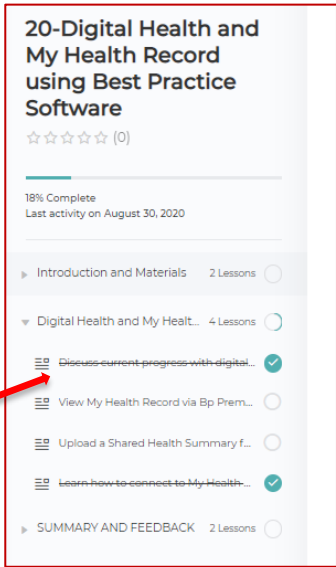
Click on this symbol to maximise the video when viewing. 

You can re-watch videos whenever you like.

### 3. Mark Complete

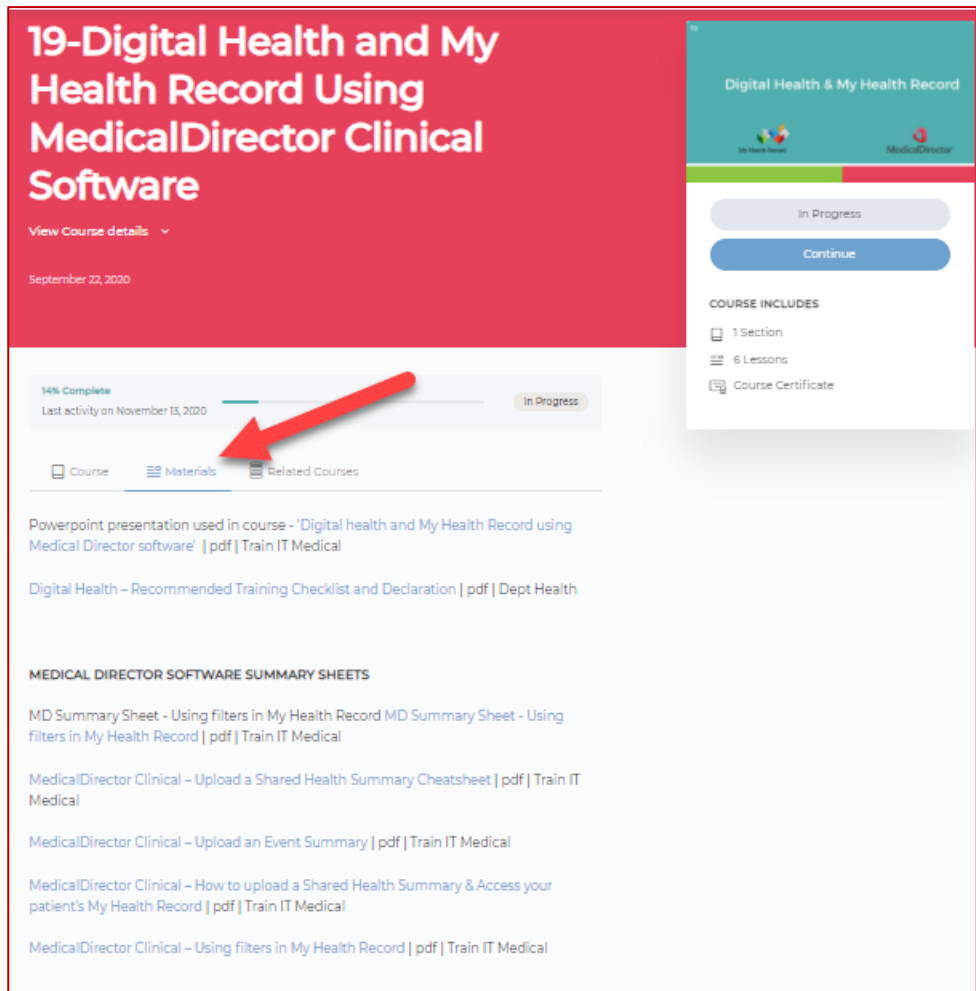


Press **Mark Complete** each time you finish a lesson or section. This is important as all lessons need to be marked as complete for your certificate to generate. You can go back through lessons and re-watch videos at any time. The course menu will crossed-out lessons indicating completion and easily display where you are up to with your course progression.



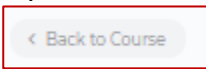
### STEP 7: ACCESS COURSE 'MATERIALS'

From the course home screen, select the 'Materials' tab to display a list of associated course materials. Click on a resource link (highlighted in blue) to download and use within your practice. NB. Copyright permission restricts sharing these resources outside your practice.

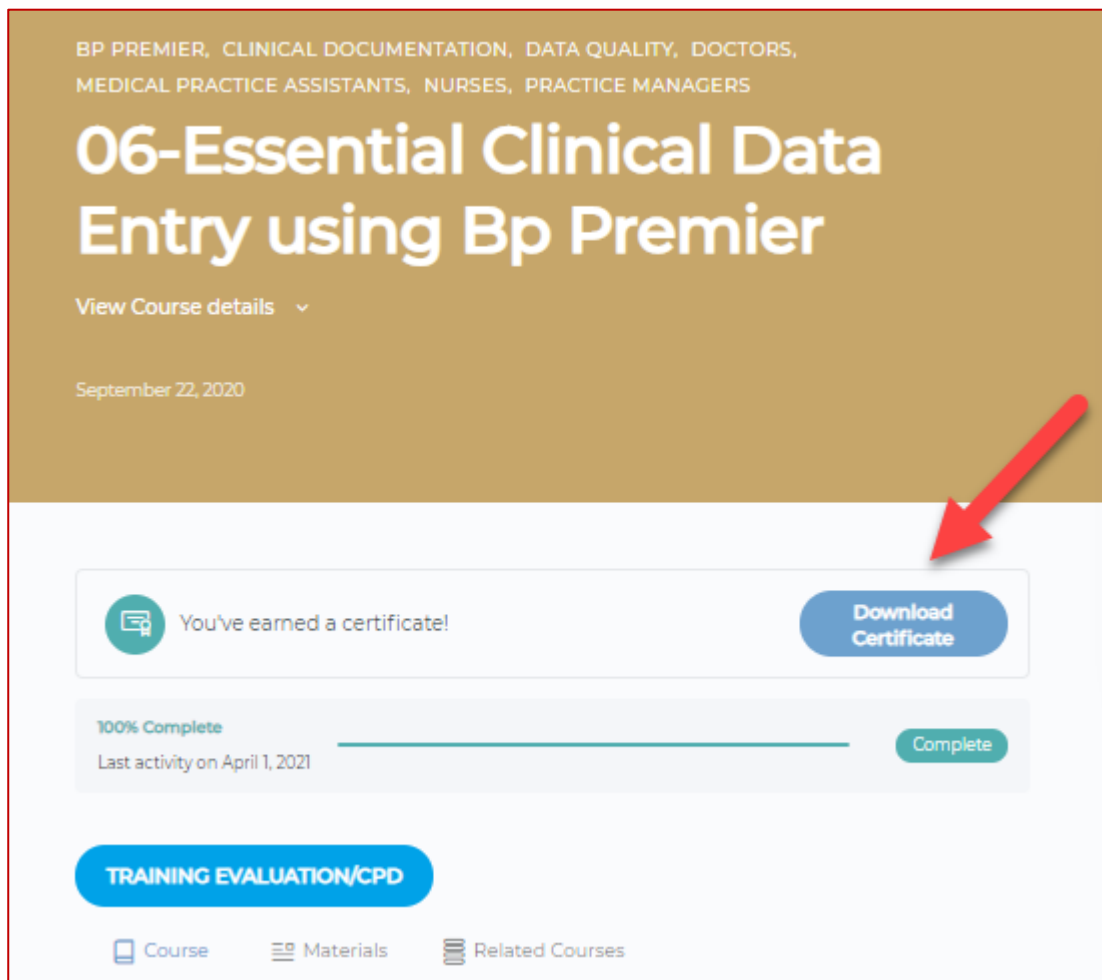


## STEP 8: ACCESS YOUR COURSE CERTIFICATE

Once your course has been marked as 'Complete' you will see a message indicating 'You have earned a certificate'. Select the 'Download Certificate' button visible on the course home screen. If you are within a course at any time you can return to home by selecting 'Back to Course'.



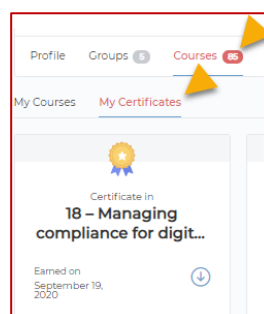
Click to download and save externally.



A copy of all your certificates will also be stored within the Learning Management System (LMS) for easy access at any time.

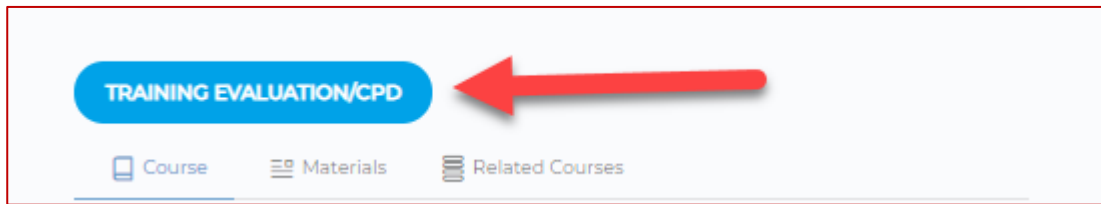
### To access stored certificates:

1. Go to 'My Courses'
2. Select 'My Certificates'



## STEP 9: COMPLETE YOUR COURSE NAVIGATION AND REVIEW

On completion of your course you will also see a 'Training Evaluation/CPD' button will display.



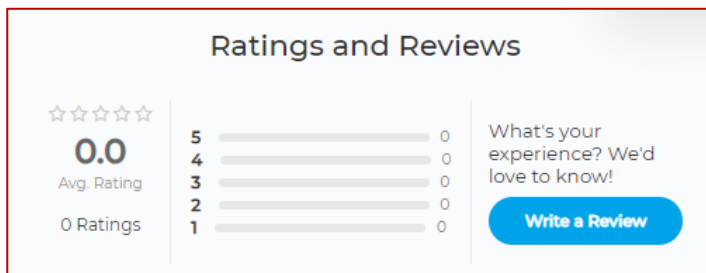
Please complete this short evaluation.

Your feedback assists us all to better support you.

You may also be able to submit your certificate for CPD points with your peak body.

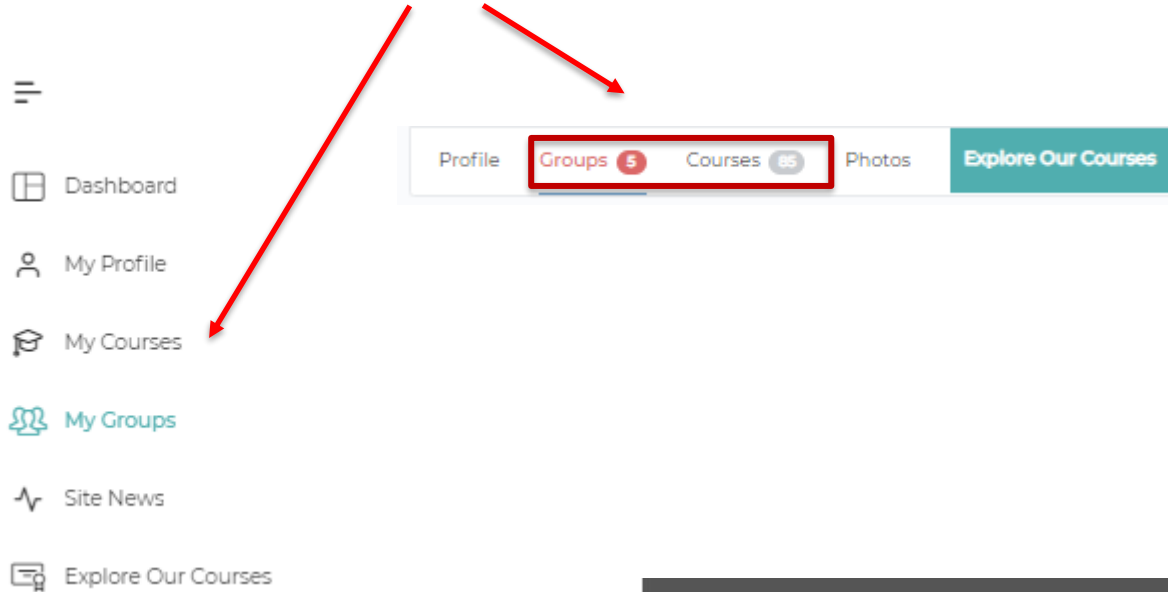
### Course Evaluation

We would also appreciate your completion of a quick Star Review. These can be found at the bottom of each course page. This also helps others know which courses may be most helpful.

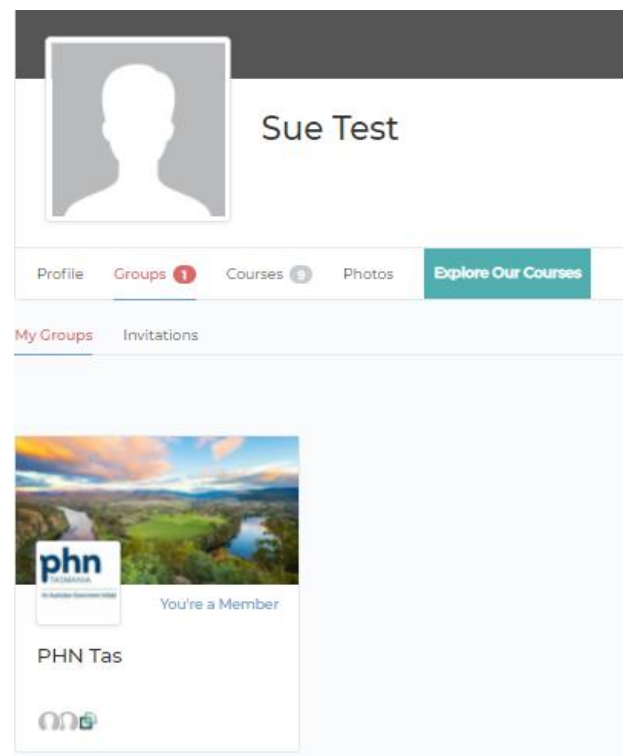


## STEP 10 NAVIGATION

Select your **'Groups'** and **'Courses'** (allocated via the Group/PHN code you entered). Click on either the horizontal or side panel menu to make your selection:



**'My Groups'** view example:



'Dashboard' view example

Welcome, Katrina Test  
to your Member Dashboard

71 Complete

Complete Profile >

If you have been given a PHN/Group code to access courses, please enter it below

Group Code

Submit

My Courses

My Groups

Pick up where you left off

14%  
Essential Clinical Data Entry

06-ESSENTIAL CLINICAL DATA ENTRY USING BP PREMIER

Clinical Note-taking

Continue Course

News

Katrina Otto posted an update in the group North Western Melbourne PHN  
1 day, 2 hours ago

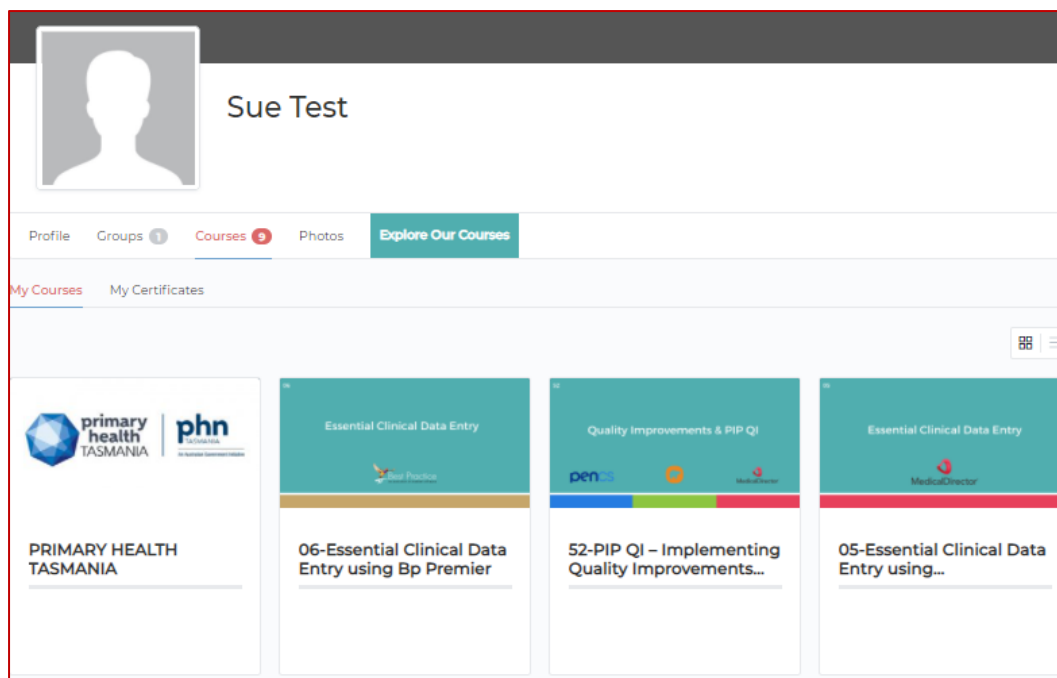
Quick-Guide-Access-yo...  
490 KB PDF

Katrina Otto posted an update in the group North Western Melbourne PHN  
1 day, 3 hours ago

Welcome to our Group. We hope it is a place of continual learning and

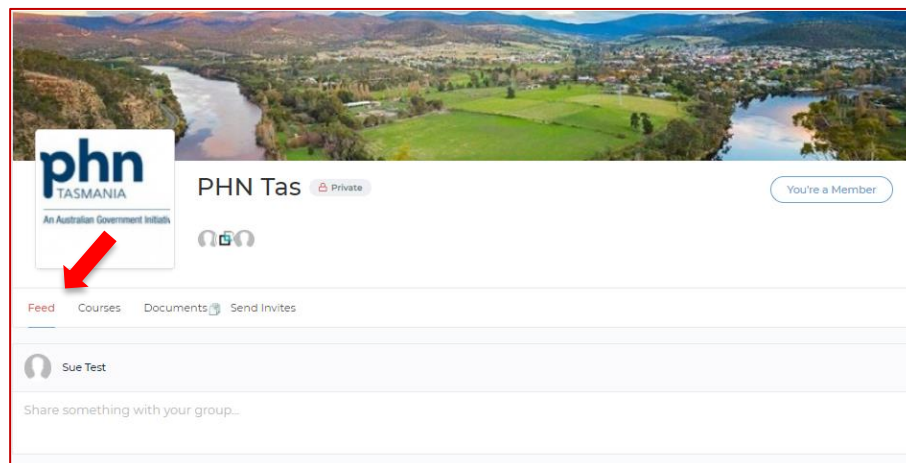
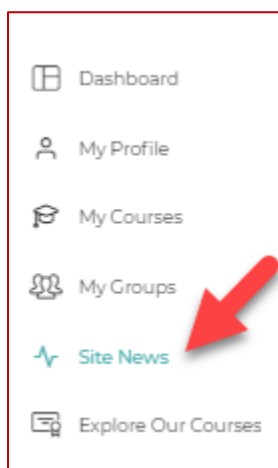


Your allocated courses view (Select 'Courses') to view all courses allocated to you.



## STEP 11: RETURN FOR UPDATES

Courses will be updated regularly, and new courses added for individual or group purchase. You will find a News Feed within your 'Group', within your 'Dashboard' and via the sidebar under 'Site News'.



## TROUBLESHOOTING

Should you have difficulties accessing the courses or playing videos you can try:

1. Checking you have an active internet connection
2. Switching to a different web browser (e.g. Google Chrome, Firefox or Internet explorer)

Or email us at [help@trainitmedical.com.au](mailto:help@trainitmedical.com.au) for assistance.