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Logging On

If you are a first time user to the etrainu system, you need to Create a New Account

- Go to www.etrainu.com
- Click on the “my etrainu” or “login/create new account” link
- Create yourself a username and password, fill in the remaining fields and click “Submit”

If you have an existing etrainu account (either supplied to you by your employer OR if you have used the system before)

- Go to www.etrainu.com
- Type in your login and password details in the top right hand corner and click “Go”.

Managing Training Partnerships

Training Partnerships are formed with users engaging with one another to complete training. This concept is based on permissions that identify the level of access you give to other users to your training details.

Note: if your account has been set up by your employer they will have formed an automatic training partnership with you.

Creating a New Training Partnership:

- Click on “My Partnerships” tab
- Enter the username (of the administrator you wish to form a partnership with) in the text area provided and click “Save”
- The user-group will then have to accept for the Training Partnership to be considered active.

Removing a Training Partnership:

- Click on “My Partnerships” tab
- Click on “Remove” in the Action column

Accepting a Training Partnership:

- Click on “My Partnerships” tab
- Click on “Accept” in the Action column

Getting Started

Purchased Training

As a participant you can purchase any training from the suite of courses available through etrainu.

- Click on “Courses”
- Click on “Purchase Key” for the relevant course
- This will take you to a page confirming the credit you have available in your account and the cost of the course key
- Click “Confirm” to purchase the relevant course key
- This will take you to the Payment Gateway
- Insert your Credit Card Details and select “Make Payment”
- Follow the remaining prompts
- The course key is generated and appears on screen
- Please follow the prompts and click on the link to “My Training”

If your account has an associated email address, this key will have been forwarded to your email address. If you do not have an email address, we recommend the following so that you do not lose this key:

- Print the page and put it in a safe place.
- Bookmark the page; keeping in mind it will only be accessible when you are logged in.

Allocated Training

If your account has an associated email address and your employer has generated your course key, this key will have been forwarded to you by email. If you don't have an email address your employer has generated a course key to it is recommended that you contact them to obtain a copy of this course key to begin your training.

Unlocking Your Training

Locked Training

- Click on “My Training”
- Copy and Paste the training key that you purchased or that may have been allocated to you by your employer or training partner – into the training key field provided.
- Click “Save”

Auto Activation

If your employer has allocated you a course key that has been set up to include “Auto Activation” - you will not need to unlock your training and the course allocated will automatically appear on your “My Training Page”.

Commencing Your Training

- Click on “My Training”
- Click on the name of the training course you wish to study
- Click on the first “Stage”
- Click on the first “Slide”
- Work through the training content and activities
- Click “Next / Back” to navigate your way through the particular stage of training.

Interactive Elements & Activities

Most training is made up of a range of various interactive elements and activities to enhance your learning experience. Instructions on how to access / complete these are located within the slide information on the website.

Assessments

Various forms of assessments are incorporated throughout most training courses to reinforce your understanding of the content. When progressing through the slides of information and you see the following icon:

Take Assessment

Click on the button to be directed to the assessment item to be completed. Once you have finished the assessment click “Save” to submit your answers and the system will return you to the next slide of information.

Some other areas within this section to be aware of are:

- **Lockouts** – some courses may have “limited attempts” assigned to questions whereby if you get the question wrong three times you will be locked out and will have to be unlocked by an assessor.
- **Stop Points** – some courses may have implemented stop points at a particular assessment item which means you are unable to progress until you are marked as proficient in that assessment item by an etrainu assessor or your employer (if you are undertaking tailored training specific to your workplace).

Updating Your Answers


If you submit a written assessment answer and you are unhappy with your response, you are able to go in and update it.

- Click on “My Training”
- Work through the training content and activities, by clicking on the Item title.

- Click on the relevant “Stage”
- Click on the relevant “Update Answers” tab to access the assessment item
- Update your answer and click “Save”

Viewing Your Certificates

Once you have been certified you are able to view / print your certificate details at any point in time.

- Click on “My Training”
- Click on the  view certificate icon in relation to the particular training

My Plans

In this section you can create personal training plans.

You can add, edit or delete these plans as required.

You can also view any training plans assigned to them by employers you work for (however you cannot edit these plans in any way).

Creating a Training Plan

- Click on the “Manage Training Plans ” tab
- Click on the “Add a New Training Plan” link
- Type in the name of the Training Plan & click “Save”
- Select “Manage Training Plan Items” in relation to the Training Plan created
- Click on the “Add a new Training Plan Item” link
- Select the training plan item type – etrainu or external course

Etrainu Course

- Select the course
- Type in the planned commencement & completion dates
- Type in any specific detail the participant will need to know about the course
- Upload a relevant document if necessary to aid in the participants learning experience
- Click Save

External Course


- Type in the Item / Course name (& code if applicable)
- Type in the name of the provider of the training
- Type in the planned commencement & completion dates
- Type in any specific detail the participant will need to know about the course
- Upload a relevant document if necessary to aid in the participants learning experience
- Click Save

Assigning the Status to an External Training Plan

- Click on the “Manage Training Plans ” tab
- Manage the items for the selected plan.
- Choose to manage the status.

Archiving a Training Plan

Archiving a training plan will remove it from your profile and will no longer allow you to access the training plan items (or courses) associated with that training plan.

- Click on the  archive icon relating to the training plan you wish to remove.
- A pop up message will appear to confirm your action
- Select “OK or Cancel”


My Records

In this section you can create / upload personal records - these are documents or notes that you can load as being private or public; pending on permissions.

Creating a New Record

- Click on the “My Records” Tab
- Click on the “Add a New User Record” Link
- Give the Record a Name ie: John’s Resume.
- Type in details and upload a document pertaining to the record if necessary.
- Click “Save”

Editing a Record

- Click on the “My Records” Tab
- Click on the  icon relating to the record you wish to edit.
- Make the additions / changes
- Click “save”


Public Records

Once the record has been created, you will have the option to make the record “Public”. This can be done through a toggle on the My Records Page.

Making a record public will allow your training partners with relevant permissions to view your record.

If you do not wish this to occur – don’t click the public toggle.

Archiving a Record

- Click on the “My Records” Tab
- Click on the  archive icon relating to the record you wish to remove.
- A pop up message will appear to confirm your action
- Select “OK or Cancel”

Purchasing Additional Credit

- Click on “My Credit”
- This will take you to the payment gateway where you can purchase credit

Managing Your Personal Account

To view / update your user details in the system:

- Click on “My Account”
- Click on “Edit Account Information” and make any relevant changes / updates
- Click “Save”

Contact Us

Should you need any support or assistance, please contact helpdesk@etrainu.com or telephone **1300 etrainu** (1300 3872468)