

A step by step guide to assist with completing the online module V1

Creating a user account and accessing the module



Go to www.cfa.vic.gov.au/carers

Select 'LET'S BEGIN'.



 Login

 Gr

 Typus are a GrA member please click on the button above

 or

 Or

 Dypus are not a GrA member please to const.

 or

 Or

Select 'Non CFA Member Create Account'.

	Enter details to create account and set password.
account	
ilowing information to create account. Fields marked with an extensis (*) are mandatory.	



Create

E-mail

Tick the box 'I accept terms and conditions and privacy policy'.

Click 'Create account'.



A step by step guide to assist with completing the online module V1



When this screen appears you need to go to your emails to activate the account.

	Subject: Activating your login information Inbox ×	•	Ľ
-	learning-hub-questions@cfa.vic.gov.au 1:23 PM (1 minute ago)	*	:
	Dear Jane Smith,		
	Your login information still needs to be activated. Please click on the following link or copy the link into the address field of your brow http://learninghub.cfa.vic.gov.au/pages/accountactivation.jsf2activationToken=6b1c4202e5d2a69e77781c8b857bae3d	ser:	
	after successful activation, you will be able to log in to the system using your login information.		7
	Best regards, Your System Team		/

When you receive an email to access the CFA Learning Hub **click the link** in the email.

Check your junk mail if you can't find it.

Contact learning-hub-questions@cfa.vic.gov.au if you are having any problems.



Your account has been activated.

Click 'Log in'.

		CFA Member Login	Non CFA Member Login	Create account	
	Non CFA Member Login NOTE: For CFA Members who have a volunteer or Employee number, use th Enter your login details if they have been provided or if you have registered	e CFA Member Login button (top righ for an account.	it of this page).		
<	togin name (Email) jane smith blank@gmail.com S. sizy logged in (<u>Security information</u>)	Password		Login	

Enter your **Login name** (your email address) and your **password** (which you created during account set up).

Click 'Login'.



A step by step guide to assist with completing the online module V1



Bushfire Planning: You and the person you care for

Read the Data privacy statement.

Tick the box 'I agree to the editing of data according to the explanation given above'.

Click 'Accept privacy policy'.

You are now in the Learning Hub.

Scroll down to 'Bushfire Planning: You and the person you care for' and click on it.





A step by step guide to assist with completing the online module V1





To start the module click on the **title** or the **arrow**.

Once the module is completed it will turn green with a tick.

If you exit and return at a later time you can resume where you left off by clicking on the (in progress) module.

Accessing a certificate of completion

When you have completed the module you can get a certificate.



You can download the certificate by clicking on 'Learn' then 'My Courses' at the top of the page.

You can do this straight away or later.





A step by step guide to assist with completing the online module V1

200 274	Catalogues V Learn V Manage V Admin V	Help V	Clic
Wy Learning Current Pending enrolments Re	commended Completed		coui
Search term		Search Hide filters	
20 Results		±	
Status Completed Competent	Completed Course	2	>

Click on the certificate button on the completed course.

Frequently Asked Questions

1. What if the module is not working properly on my computer?

Most likely it is a problem with your internet browser. Make sure you are using a recent version of either Chrome or Firefox as Internet Explorer may not run the module properly.

2. Can I do the module on my phone?

This online module is designed to operate from a computer or laptop and may not work effectively from your phone. It will also make it hard to see some of the text on a small phone screen.

3. Can I do the module again?

Once completed you can still go back and do the module again. In fact, CFA recommends you do a refresher every year. However, once you have completed it, it will list your record as completed.

4. Who do I contact with any feedback?

You can contact <u>communityprograms@cfa.vic.gov.au</u> to email us any feedback or questions you have.