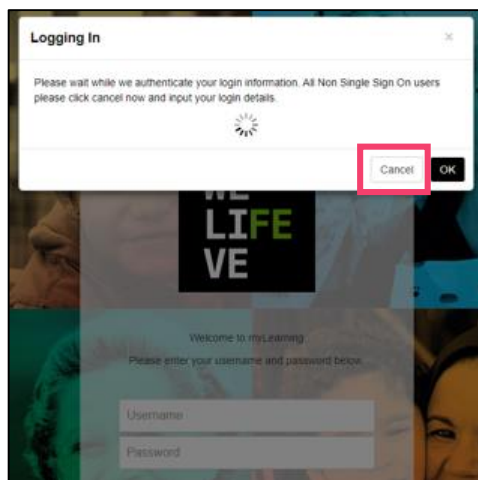


# myLearning - Getting Started for Carers

The **myLearning** platform will deliver eLearning, track & report learning activity and completions. As a carer, you are able to self enrol. However, your Supervisor may enrol you into modules as well. myLearning is available through this link: <https://lwb.elmotalent.com.au> For an overview of MyLearning please watch the brief introduction [video](#)

1. You will be sent an email from **myLearning** once your access has been created, providing you with your 5 digit username and a link to set up your password. You will need to enter these details each time you log in to myLearning.
2. If you have not received the login link, please contact [myLearning@lwb.org.au](mailto:myLearning@lwb.org.au) and we will provide you with your username and a temporary password.
3. When accessing MyLearning after setting your password, the **myLearning** link will try to automatically log in all users, however as you will be accessing it from outside the LWB network, your carer credentials are required. Please hit cancel as shown below and type in your 5 digit username and the password you created:

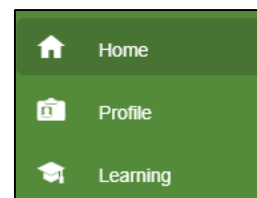


Once logged in, your **Dashboard** will display:



## Menu bar

On the left you will see a menu bar, from here you can access your **Profile** and **Learning**.

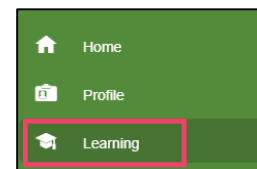


## To Do List

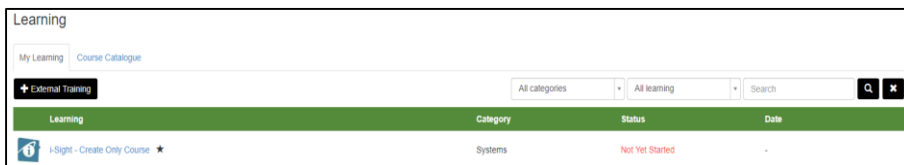
Any courses that you have been enrolled in will be seen here.

To Do List	Status	Due
<a href="#">Code of Conduct</a>	Not Yet Started	22/03/2018
1 - 1 of 1		

You can click on a course to open it, or click on **Learning** in the menu bar to view course information:



The **Learning** screen will display:



There are two tabs **My Learning** and **Course Catalogue**. When Learning opens it will default to the **My Learning** tab.

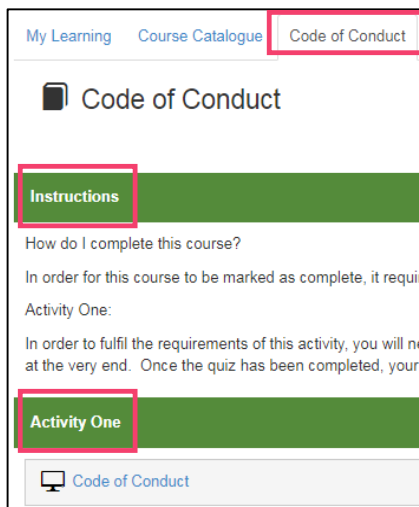
## My Learning

Under the My Learning tab are all the courses you are enrolled in, their status and due dates.

This is where you open a course. Select a course from the list to open. The course will display in a new tab:

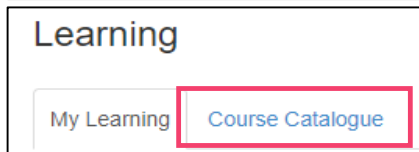
The course may be broken into sections, in this example you can see there are **Instructions**, and one **Activity**. Follow the instructions.

To close a course, click on any other another tab.



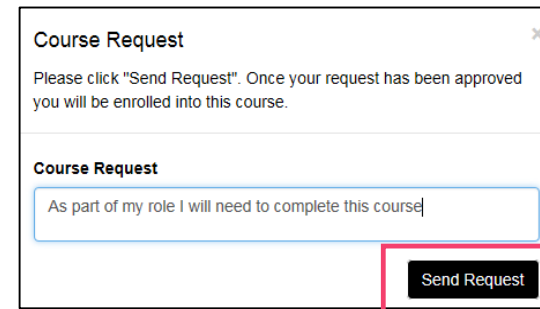
## Course Catalogue

Select the course catalogue tab to view all available courses:



## Enrolling

If an online course has an **Enrol** button it can be enrolled in without manager approval, and will appear instantly under your **My Learning** tab. When you select **Request**, a pop-up will display, fill in the **Course Request** information and click **Send Request**.



The request will be sent to your Case Manager or Care Coordinator for approval.