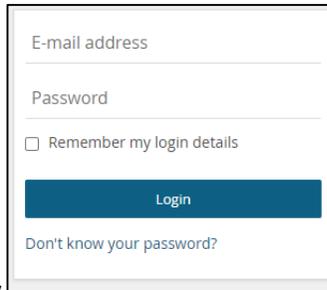


myLearning upgrade – Getting Started in myLearning For Carers

myLearning helps Carers to engage with learning opportunities suitable to their individual learning preferences. Within Carer Learning Pathways, Carers can book into courses which are relevant to them. myLearning’s address is <https://lwblearning.pageuppeople.com/?bstayOnLoginPage=True>

Logging In:

myLearning requires a unique email address as your username. The first time you login you will need to create a password.



Your password must:

- Be at least 8 characters
- Not be a password used previously by that user (it will look at their previous 12 passwords)
- Contain a combination of letters and numbers (at least one number and one letter)
- Not contain a common phrase e.g. Password
- Not contain the learner’s name.

While creating a new password you’ll be shown a password strength indicator to show how strong your password is.

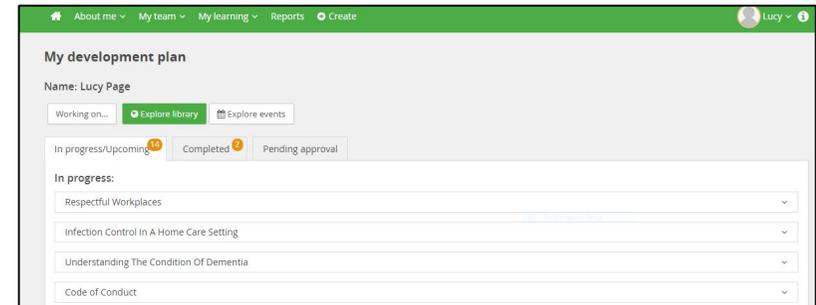
Accounts will lock after 3 attempts, if this happens please send an email to myLearning@lwb.org.au

Unable to process request. Please correct the following errors and try again:
Incorrect e-mail address or password

Error:

If you see the above error you have entered an email address that is already in use. For example; it may be a shared email that you and your partner use. Only one Carer can use the email address for logging into myLearning. To access myLearning please provide your LWB key worker with your own individual email address.

Once you’ve logged in, your **development plan** will display. (This can also be accessed from About Me in the top menu.)

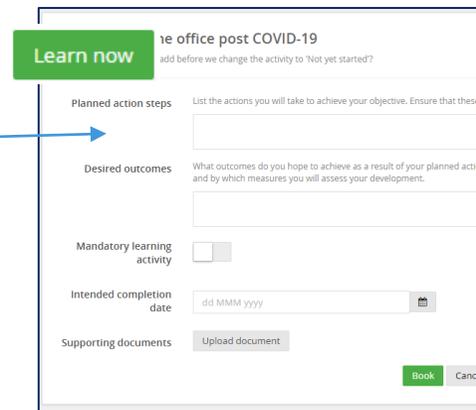


Your development plan contains all the courses that have been assigned to you, or that you have enrolled in.

Click on the title of the course to see information about the course, and the **course instructions**.



Whether you select **Book** or **Learn now**, the section Planned actions steps will display:



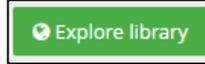
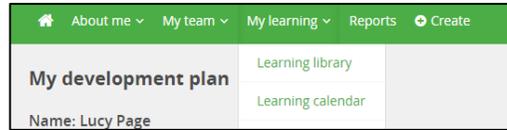
You don’t need to include any planned action steps, desired outcomes, or a completion date, but you can if you want to.

Click on **Start** to begin the course.



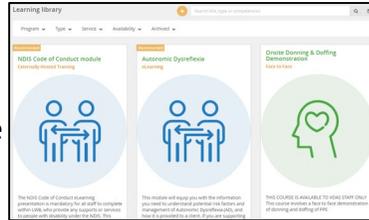
The Learning Library:

From the **My learning** menu select **Learning Library**, OR the Explore library button.



The **Learning library** will display:

In the Learning Library you can view all available courses, including face-to-face courses. You can filter using the menu, or search for a course by its name or description.

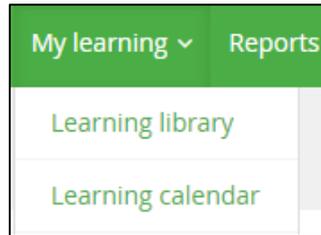


To enrol in an eLearning course, click on the course in the Learning Library and select **Book** to add the course to your development plan or **Learn now** to begin learning.

Enrolling in a Face-to-Face Course

The **Learning calendar** allows you to see available training in your area.

Select **Learning calendar** from the top menu or the **Explore events** button, and all upcoming training in your area will be displayed.



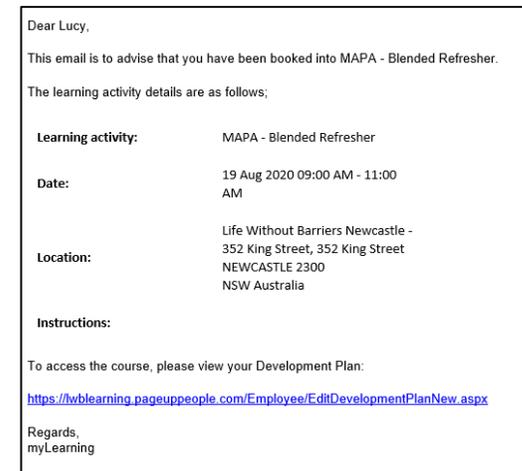
DECEMBER 2020			
Tue	Wed	Thu	Fri
01 Therapeutic Crisis Interv... 11:30am - 7:45pm	02 Therapeutic Crisis Intervention 11:30am - 7:45pm	03 Management of Actual or Potential Aggression 10:30am - 7:00pm	04 MAPA - Refresher 10:30am - 2:30pm
Sensei - Reporting Outputs 12:00pm - 1:00pm	i-Sight - Create Only Face to Face 3:00pm - 4:00pm	MAPA - Refresher 10:30am - 2:30pm	
MAPA - Refresher 1:30pm - 5:30pm		Management of Actual or Potential Aggression 11:00am - 7:00pm	
		Management of Actual or Potential Aggression 11:00am - 7:00pm	

Click on a session and the course description will display. Scroll down and you will see a list of all available sessions for this course and how many positions are available.

Local time (show in venue time)	Venue	Available positions
<input type="radio"/> 01 Dec 2020 1:30 PM - 5:30 PM (+11:00)	Life Without Barriers Ipswich - Ground Floor, 30-38 Limestone Street Ground Floor, 30-38 Limestone Street, IPSWICH, QLD, Australia, 4305	8
<input type="radio"/> 03 Dec 2020 10:30 AM - 2:30 PM (+11:00)	Life Without Barriers Shailer Park - Level 1, 1-31 Commercial Drive Level 1, 1-31 Commercial Drive, SHAILER PARK, QLD, Australia, 4128	10
<input checked="" type="radio"/> 04 Dec 2020 10:30 AM - 2:30 PM (+11:00)	Life Without Barriers Shailer Park - Level 1, 1-31 Commercial Drive Level 1, 1-31 Commercial Drive, SHAILER PARK, QLD, Australia, 4128	10
<input type="radio"/> 08 Dec 2020 9:30 AM - 1:30 PM (+11:00)	Life Without Barriers Ipswich - Ground Floor, 30-38 Limestone Street Ground Floor, 30-38 Limestone Street, IPSWICH, QLD, Australia, 4305	8
<input type="radio"/> 09 Dec 2020 10:00 AM - 2:00 PM (+11:00)	Life Without Barriers - Cairns U1, 37 Anderson Street, Manunda, Cairns, QLD, Australia	15

Once you have enrolled in a face-to-face session, you will then be able to see the course and the session information in your Development Plan.

You will also receive an email notification, sent to your email address, confirming your enrolment.



If you have any questions or need assistance, please email myLearning@lwb.org.au