

How to Enrol and complete Basic Wildfire Awareness (BWA) Course Online in LaDIS (External Students only)

IMPORTANT: If you have previously completed the BWA Course online with DELWP (through www.firetraining.org.au) you may ALREADY have an existing account in LaDIS, hence you do NOT have to Register (for an Account) below. If you are not sure, or you think you may have an account, please go to the following website (JIRA Service Desk Application) and Raise a Support Ticket: <https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal/4/create/33> first to check that you do not create a duplicate account in LaDIS.

Please Note: To complete the Basic Wildfire Awareness (BWA) Course online, participants will need basic computer and literacy skills. If you need assistance or would like to discuss learner support options, please go to the following website (JIRA Service Desk Application) and Raise a Support Ticket: <https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal/4/create/33>

Step 1: Enrol as a Student

External Users including contractors, volunteers

Go to following web page: <http://ladis.help.ffm.vic.gov.au/>

Go to the **External** users section of the web page and follow the instructions on the web page.


If you are an **External** user and already have a LaDIS account, log in by clicking on the 'Login Here' button provided on the web page in the External users section, and enter your username and password. Then go to **Step 2** of this guide.

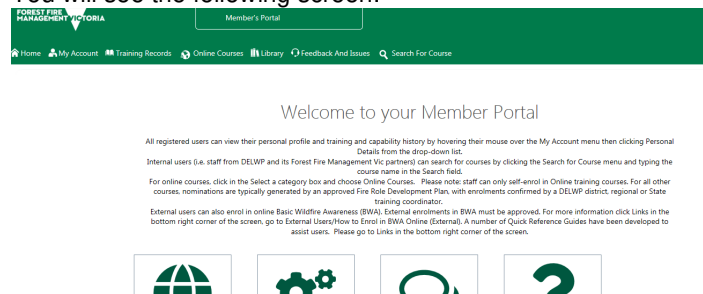
If you are an **External** user and do not have a LaDIS account please click on the Register 'here' link on the <http://ladis.help.ffm.vic.gov.au/> page and follow from **Step 1. (a)** below of this guide.

Step 1. (a) Follow the prompts and complete the Registration process.

For '**First Name**' state your FULL first name e.g. Michael, not Mike.

YOU MUST COMPLETE THE 'Company' FIELD or your enrolment will not be processed - state the FULL name of your Company or organisation in relation to the fire ground e.g. Wildlife Victoria or ABC Plant Operators Pty Ltd. Note if you are wildlife carer volunteer or ambulance volunteer, this field refers to your volunteer organisation not your normal/regular employer.

After completing all the account details, click on . Click 'Accept' regarding the Privacy Principles. You will see the following screen:

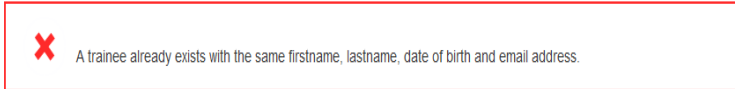


Go to **Step 2** of this guide. Note, you will/may receive an email acknowledging your account registration, however you do NOT need to wait for this email to continue to **Step 2** of this guide.

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However:

- If after clicking on **Register** you get an '**Oops Page**', click on **HOME** and you will be able to access your account. The LaDIS home page then displays.
- If after clicking on **Register** you get the following error message or similar:



This may mean that you have a pre-existing account, for example, if you have completed training with DELWP previously e.g. BWA Course online. Contact support@ffm.vic.gov.au to request your log in details.

Tip: Next time you log into LaDIS, you can go directly to the LaDIS website at <https://depi-prod.bluegemexplore.com.au> Log in on the front screen, by clicking on the **Log In** button and enter your username and password. Hence, take note of your username and password in your LaDIS account (In Personal Details) from the first time you access your account.

Step 2: Check Your Personal Details

If you are an **External Student**, i.e. you do not work for DELWP, Parks Victoria or VicForests, you will be asked to provide personal details when you first register. If you are returning, check whether your details are still up-to-date.

1. From the LADIS home page, hover your mouse over the **My Account** menu option then click **Personal Details** from the drop-down list.
2. Review and update the information in the **Personal Details**, **Company Details** and **Compliance** tabs.

Please Note: Under the **Compliance** Tab, under **ATEMISS Details**, if you select 'English' as the 'Main language spoke at home?' you must select 'Not stated' for the next field of 'How well do you speak English?'



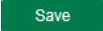
Step 3: Create a Unique Student Identifier (USI)

If you currently have a USI go straight to **Step 4: Complete the BWA Course Online** below. You can check to see whether you have a USI recorded in LaDIS by going to **My Account>Personal Details** and clicking the **Compliance** tab.

If you do **NOT** have a USI, you will be required to obtain one.

1. Go to **My Account>Personal Details**.
2. In the section headed **Unique Student Identifier** click [USI official website](#) this will open the USI web site.
3. In the USI official website, In the Student section, select **Create your USI**.
4. You will need to provide details about a form of identification that will be used by the USI system to confirm your identity. This may be in the form of a: Driver's Licence, Medicare Card, Australian Passport or other forms as listed on the website. Please note you will need to provide your Town/City of Birth.
5. Follow the simple prompts on the USI to obtain your USI.

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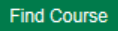
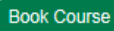
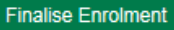

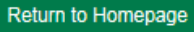
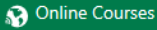
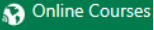



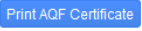
- Once you have obtained a USI, go back to **My Account>Personal Details** and enter it in the **Unique Student Identifier** box. Then click on  at the bottom of the screen.



Do you have a First Name and Family Name e.g. John Smith?

Most users will need to select Yes. Only select No if you are officially known by one name (you do not have a last name).

Step 4: Complete the BWA Course Online

- Login to LaDIS. Once logged in, if you have a Login Switch option, select **Student** (i.e. not Trainer or Administrator).
- Go to  menu option.
- In the **Select a Category** field, select **Online Courses**. Click on .
- Double click the course you wish to complete, in this case, it is Basic Wildfire Awareness.
- Select the appropriate Schedule of the Course (eg. 1/1/2018 – 31/12/2018) and click .
- On the **Confirmation Enrolment Page**, tick the two tick boxes regarding Terms and Conditions and Prerequisites. Then click on .
- You will be prompted to complete the details on the **Post Registration Details Page**. Click on  when you have completed the details.
- The **Enrolment Summary Page** will inform you of the following:
*Your enrolment has been successfully registered and is awaiting approval.
A confirmation of registration email has been sent to your address.*
Click on .
- External Student Enrolments require administrator approval.** Approval will be granted within **two business days**. You should receive an email that your **Enrolment Approval is Pending**, and then once approved, you will receive an email of acknowledging the approval (Successful Training Event Nomination). Once you have received this email, log back into LaDIS (ensure you 'Accept' the Privacy Principles) and continue to follow this User Guide.
- Click on the  menu option.
- Under the  menu option. Find the Online Course and click on . Activate Adobe and allow pop-ups if prompted.
- Once you have passed the Assessment, click on the  at the bottom right hand corner.
- On the Conclusion Page, click on . You may have to activate Adobe Acrobat and/or allow pop ups.
- You will be taken back to the **Training Records Tab**. Click on **Training Records** and then on **Print Certificate**. Click on the .
- Once a certificate is printed, it is saved in the student's folder under the **Library Tab>Library>Certificates**.

If you would like to check whether your LaDIS **Training Profile** has been updated after completing the BWA

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Course online follow these steps:

1. From the LADIS home page in your account, click on the **Training Records** menu option, then select **Training Profile**.
2. The Training Profile contains a series of sections that display your training and capability history. All information displayed in the Training Profile tab is **read only**.
3. For more information about your Training Profile, see the **My Training Profile QRG** in Links in the bottom right of the screen.