

How to Access LaDIS – Internal Students Only - DELWP, PV, MW, VicForests and DEDJTR Employee Quick Reference Guide

Student Introduction

This Quick Reference Guide (QRG) provides you with instructions on how to login into LaDIS and an overview of how to locate and navigate through your personal training information. LaDIS is DELWP's fire and emergency management training management system.

Step 1: How to Log into LaDIS

Depending on which agency you work for, the way you access LaDIS for the first time may be different.

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

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

All **DELWP, Parks Victoria, VicForests, Melbourne Water and DEDJTR** staff who have a Fireweb account click on 'Login Here' under the Internal users section of the web page and log into LaDIS using your Fireweb username and password following the **Login instructions** below.

If you do not have a FireWeb account, you can register on the following website: <http://fireweb.ffm.vic.gov.au>

If you are unsure whether you have a FireWeb account or are experiencing any difficulties logging into LaDIS, go to the following website (JIRA Service Desk Application) and Raise a Support Ticket: <https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal>

Login instructions

For DELWP Users and PV Users

If you are using Google Chrome or Firefox Browser (this function does not work in the IE Browser at the moment), then

1. Enter your FireWeb Username
2. Enter your FireWeb Password



Sign in with Fireweb account

Fireweb-Username
Password

Tip: Next time you log into LaDIS, you can go to the LaDIS website directly at <https://depi-prod.bluegemexplore.com.au> and:

1. Click on the [Go to my organisation login page](#) button and enter your Fireweb account details as per the **Login Instructions** above; OR

How to Access LaDIS – Internal Students Only - DELWP, PV, MW, VicForests and DEDJTR Employee Quick Reference Guide

2. Log in directly on the front screen, entering 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. Note, your LaDIS username and password may differ from your FireWeb username and password.

Step 2: View Your Personal Details and Training Information in LaDIS

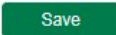
The following steps outline how to view your personal details and training information in LaDIS.

Personal Details Tab

The page should default to the **Personal Details** Tab but if it does not, click on the menu tab called **My Account**, then select **Personal Details** from the drop-down list.

The **Personal Details** tab contains your personal and contact information and your work centre address. Most of this information is populated from your HR system for this reason, you are only able to edit specific information on these tabs in LaDIS.

With the exception of the **Dietary Requirements** field, information on the **Personal Details** tab is read only. The **Dietary Requirements** field is used to ensure the right catering can be arranged for you when you attend training events.

To update your dietary requirements in LADIS - from the **Personal Details** screen, click in the **Dietary Requirements** field and type relevant information; for example, vegetarian then click . Your dietary requirements are now updated; they can be changed at any time.

You can also record your **Unique Student Identifier (USI)** in this Tab, please refer to the USI Quick Reference Guide on how to obtain and/or record your USI.

When you have supplied all the required information, click .

Company Details Tab (within Personal Details)

The Company Details tab contains information about your employment status; for example, your region, district and workcentre. This tab also displays your primary position within agency and the identity of your supervisor. All information displayed in the Company Details tab is read only.



What if my details are wrong or change?

Details on the **Personal Details** and **Company Details** tabs are sourced from your HR system. If your details in LaDIS are incorrect – or if they change over time – you will need to update them in your HR system for the changed to flow through into LADIS. Updates from your HR system to LADIS occur nightly.

Compliance Details Tab (within Personal Details)

The **Compliance Tab** contains information DELWP is required to gather to meet its regulatory reporting requirements as a Registered Training Organisation (RTO). Use the drop-down menus, checkboxes and free-text fields to complete all items as they relate to your individual circumstances.

When you have supplied all required information, click . You may need to periodically update this information if some of your details change.

Training Profile Tab

Click on the menu tab called **Training Records**, then select **Training Profile** from the drop-down list.

The **Training Profile** tab contains a series of sections that display your training and capability history. All information displayed in the Training Profile tab is read only.

How to Access LaDIS – Internal Students Only - DELWP, PV, MW, VicForests and DEDJTR Employee Quick Reference Guide

For more information about your Training Profile tab, see the My Training Profile QRG.

Step 3: Search for a Course

All scheduled courses can be located in LaDIS. You are able to look at scheduled dates, locations and view any materials that are made available. Start searching for courses from the LaDIS home page.

The following steps outline how to search for a course:

1. Click on the Menu Tab called **Search for a Course**

The **Search for Courses** page displays.

2. Click in the **Search by keyword** field and type a word contained in the title of the course you are looking for.

3. Click 

Matching courses display in the **Short Courses** panel.

4. Select a course from the list to view more details.

A list of dates the selected course is scheduled displays in the **Course Details** section.



Can I enrol in courses this way?

No. Under no circumstances should you enrol in any courses unless directed by your regional training coordinator.

Enrolling in an Online Course

Face-to-face courses are not available for self-enrolment. However, staff can self-enrol in a range of Online training courses. For further details, please refer to the *How to Enrol and Complete Online Courses (Internal Students)* Quick Reference Guide in the **Links**.