

# 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.

## How to Log into LaDIS

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

### All staff with a Fireweb Username and Password

All DELWP, Parks Victoria, VicForests, Melbourne Water and DEDJTR staff already have a user account in LaDIS.

If you are a registered FireWeb user, you can log in by clicking **Go to my organisation login page**

### Learning and Development Information System (LaDIS)



and type your **FireWeb** username and password



Sign in with Fireweb account

If you do NOT have a Fireweb Username and Password, follow the steps below for your agency.

### DELWP, PV and VicForest Employees

The following steps outline how to access LaDIS if you are DELWP, PV or VicForests employee and you are not a registered FireWeb user.

**OPEN** the LADIS login page displays <https://depi-prod.bluegemexplore.com.au>

The LaDIS login page displays.

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**ENTER** username (your network username). For DELWP and VicForests staff, your username will be your SOE id, for example ab12. For Parks Victoria staff, your username is your first name.last name, for example JOHN.CITIZEN.

**CLICK** **Forgot your password** link

**A forgot your password screen will popup.**

**ENTER** username and click **SUBMIT**

You will receive a **password details** email with a link to reset your password. If you do not receive an email please contact [fireweb@delwp.vic.gov.au](mailto:fireweb@delwp.vic.gov.au) for further assistance.

**CLICK** email link

**ENTER** new password (network password is recommended)

**CONFIRM** re-enter password and **CLICK** submit

Return to DELWP login page

**ENTER** username and password

**SELECT** Student (you may have multiple roles eg. Administrator, Manager, Trainer, Student.)

**CLICK** proceed to display LaDIS home page.

## DEDJTR and Melbourne Water Employees

Please email [fireweb@delwp.vic.gov.au](mailto:fireweb@delwp.vic.gov.au) to obtain your username and password.

**GO** to the LaDIS login page <https://depi-prod.bluegemexplore.com.au>

**ENTER** username and password (as supplied by [fireweb@delwp.vic.gov.au](mailto:fireweb@delwp.vic.gov.au))

**SELECT** Student (You may have multiple roles Administrator, Manager, Trainer, Student)

**CLICK** proceed to display LaDIS homepage

## View Your Training Information in LaDIS

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

From the LaDIS home page, hover your mouse over the **Members** menu then click **Personal Details** from the drop-down list


Your training details display, opening on the **Personal Details** tab. A series of tabs under the heading of **Personal Details** contains all your LaDIS information.

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.

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## Personal Details Tab

The Personal Details tab contains your personal and contact information and your work centre address. 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** tab, 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

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

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

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.

For more information about your Training Profile tab, see the LaDIS: Training & Capabilities QRG.

## 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. From the LADIS home page, click **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.

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## 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**.