

# How to enrol in and complete Online Courses in LaDIS (Internal Students)

**IMPORTANT:** All DELWP, Parks Victoria, Melbourne Water, VicForests and DEDJTR staff already have a user account in LaDIS. Please do NOT attempt to create a new account. Follow this User Guide instead to access your existing account.

## STEP 1: ENROL AS A STUDENT

If you are signing into LaDIS for the first time as an Internal User (DELWP, PV, DEDJTR, Melbourne Water, VicForests) Please see the Quick Reference Guide [How to access LaDIS for Internal Students - DELWP, PV, MW, Vic Forests and DEDJTR](#) which is accessibly from the **Links** section on the LaDIS homepage. Once you have logged into LaDIS proceed to step 2.

## STEP 2: CHECK YOUR PERSONAL DETAILS

If you are an Internal Student, your personal details are mainly sourced from agency HR systems. You can only edit certain of these fields. However the details in Compliance can be modified and all internal students should update this when they first log in to LaDIS. Internal students should also periodically check the information to ensure it is current.

From the LaDIS home page, **My Account** from the horizontal toolbar to view **Personal Details**. Review and update the information in the Personal Details, Company Details and Compliance tabs.



### What if my Details are Wrong or Changed?

The information on the **Personal Company Details** tabs are sourced from Fireweb via your agency 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 first for the changes to flow through into LaDIS.

**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?'

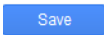
The screenshot shows a form titled 'ATEMISS Details'. It contains four fields: 'In which country were you born?', 'Are you of Aboriginal or Torres Strait Islander descent?', 'Main language spoken at home?', and 'How well do you speak English?'. The 'Main language spoken at home?' field is circled in red, and its dropdown menu is open, showing 'English' selected.

## STEP 3: CREATE A UNIQUE STUDENT IDENTIFIER (USI)

If you currently have a USI go straight to **STEP 4: FIND AN ONLINE COURSE** below. You can check to see whether you have a USI recorded in LaDIS by going to **Members>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, select the **Student Entry** icon.
4. Select **Create your USI**.

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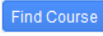
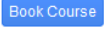
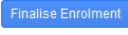

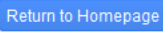


5. You will need to provide details about a form of identification that will be used by the USI system to confirm your identity. This may be in the form of a: Driver's Licence, Medicare Card, Australian Passport or other forms as listed on the website. Please note you will need to provide your Town/City of Birth.
6. Follow the simple prompts on the USI to obtain your USI.
7. 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.



## I Only Have One Official Name to Use for USI

Only tick this box if you are officially known by one name (you do not have a last name.)

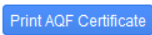
### STEP 4: FIND AN ONLINE COURSE

1. Login to LaDIS. Once logged in, if you have a Login Switch option, select **Student** (i.e. not Trainer or Administrator).
2. Go to **Search for Course**.
3. In the **Select a Category** box, select **Online Courses**. Click on .
4. Double click the course you wish to complete and click .
5. On the **Confirmation Enrolment Page**, tick the two tick boxes regarding Terms and Conditions and Prerequisites. Then click on .
6. Complete the details on the **Post Registration Details Page**. Click on .
7. The **Enrolment Summary Page** will inform you that your enrolment is has been successfully registered. Click on .
8. Go to **Online Courses** tab on the horizontal toolbar.
9. Under the **Online Courses** tab, find the relevant Online Course and click on **Launch**.
10. Some courses include assessment questions. Once you have passed the Assessment, click on the  at the bottom right hand corner.
11. On the Conclusion Page, click on . You may have to activate Adobe Acrobat and/or allow pop ups. Please wait while the screen generates, this may take a few seconds, do not click out of it.

For Online Courses that do not include assessments, you may only need to close the browser window to return to LaDIS.

### Additional steps for Basic Wildfire Awareness

Basic Wildfire Awareness (BWA) is a nationally accredited short course. In order to print your short course certificate, follow these additional steps.

12. When you finish Step 11 above, you will be taken back to the **Training Records Page**. Click on **Courses** and then **Print Certificate**. Click on the .
13. Once a certificate is printed, it is saved in the student's folder at **Members > Useful Resources > Student > Certificates**.

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If you would like to check whether your LaDIS **Training Profile** has been updated after completing Online Courses follow these steps:

1. From the LADIS home page, click on **My Account** to view your Personal Details.
2. Click on the **Training Profile** Tab.
3. 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**.
4. For more information about your Training Profile tab, see the LADIS: Training & Capabilities QRG in Links in the bottom right of the screen.