



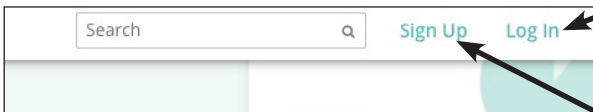
Signing in to Openlearning.com

Step 1: Type the following address into your web browser:

<https://www.openlearning.com>

Step 2: *Top right hand of the screen*

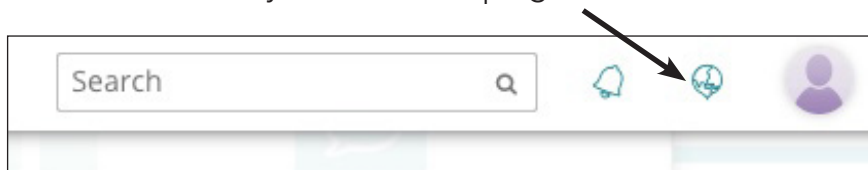
If you are already a member on Open Learning, then log in using your email address and the password that you used to sign in originally.



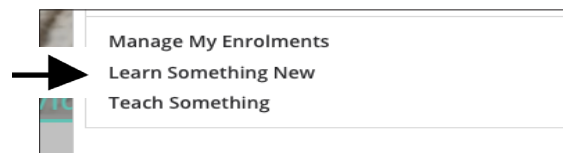
If you have never used Open Learning previously, you will need to sign up as a student. Enter your full name. The profile name is automatically created by the system. Then enter your email address and a password (make it simple and record it somewhere).

* You can only have one log in name per email so each person needs to have their own email. If you need a new one you might like to create one with hotmail or gmail.

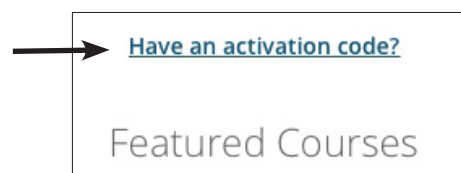
Step 3: Click on the '**balloon**' symbol at the top right of the screen



Step 4: Click on **Learn Something New**



Step 5: Click on **Have an activation code?**



Step 6:

Type the activation code: **GippsRef** and Click **Join Course**

A screenshot of a form for entering an activation code. It has a text input field with the placeholder text "Enter your private activation code:" and a teal button labeled "Join course »". A black arrow points to the button from the right side of the image.

Before you begin

Once enrolled, the system will ask you to enter some additional information. This information is important for SMR's communication with your Diocese. Once you have filled in all fields click **Save Changes**.

Automatic saving & tracking of progress

You are able to exit the eTraining at any time. When you sign back in, your progress will be saved so that you can continue from where you previously ended.

Homepage

Click the **Home** tab where you can read more about the course.



The **MENU tabs** on the left side allow you to select between the sections of the eTraining.

The **'Your Progress'** bar tracks your progress through the course. When 100% complete, you can download your Certificate (See below)

Anglican Gippsland Safe Church Resources

Before you begin, make yourself familiar with the Safe Church documents. Links to Gippsland Anglican website can be found in the menu bar.

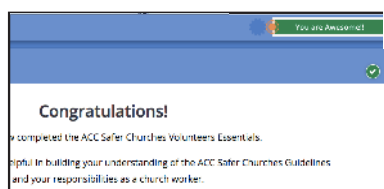


Modules and Activities

Now you are ready to begin.

After reading the Home page click on to **Modules and Activities** on the left hand side of the page. To complete the course please watch all the videos and complete all the activities.

Progress to the next page by clicking the lower right of page.



Once completed, click on **'You are Awesome!'** and double click to open to your progress page. Click on **'download'** to get your certificate.



Send a copy of your downloaded certificate to your church

If you require any assistance, call the Helpline 1800 070 511 or email eTraining@safercommunities.net.au