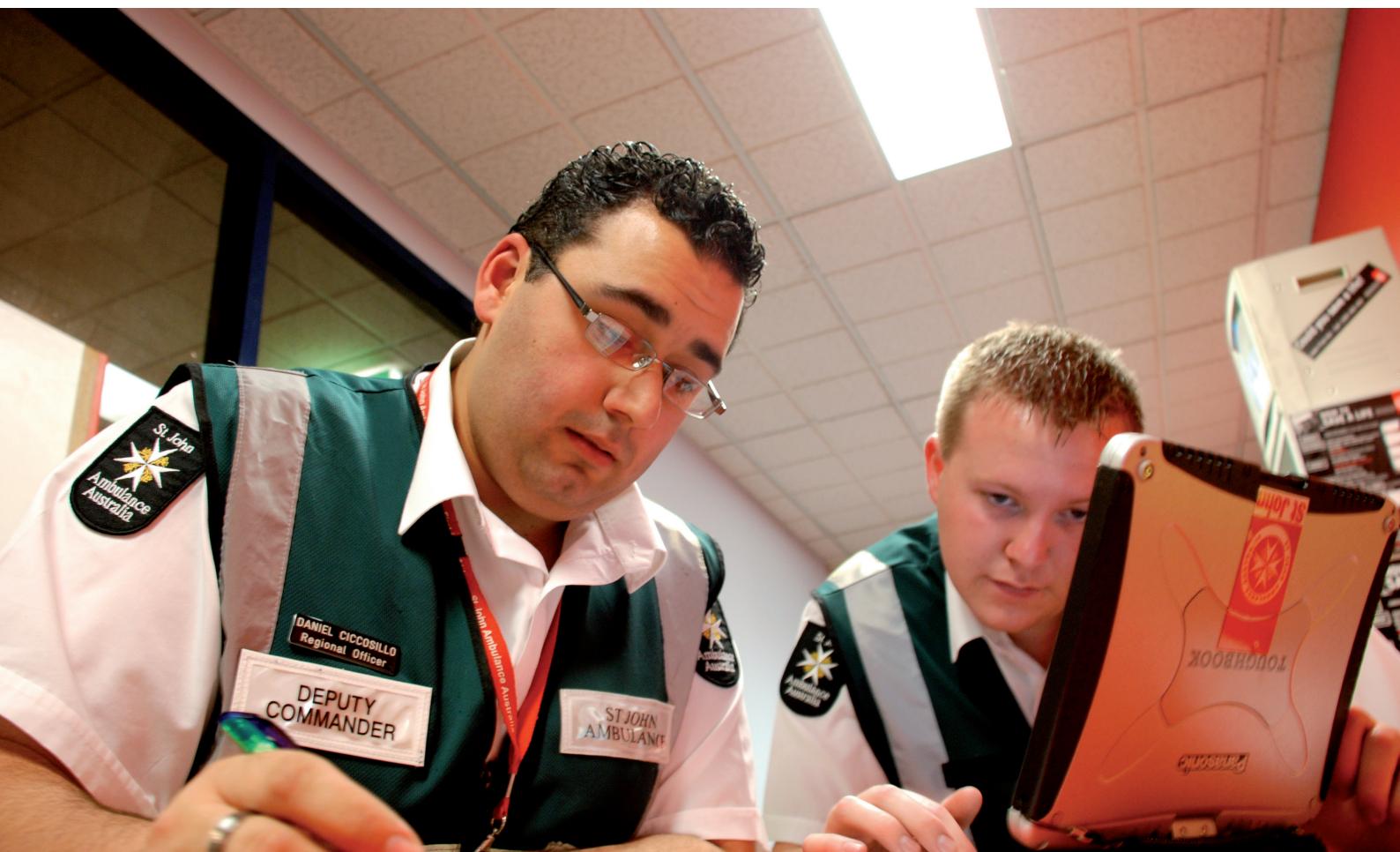




St John e-learning



Quick Start Guide

Hello

Welcome to the Quick start guide for St John Ambulance **Member Learning** e-learning courses. Follow the instructions in this guide to access your St John e-learning course.

1. Registering and enrolling
2. Completing the course

Support

If you require any assistance or wish to view answers to frequently asked questions (FAQs) please visit www.stjohn.org.au/support

1. Registering and enrolling

Follow the instructions below to register and enrol in your St John e-learning course.

1.1

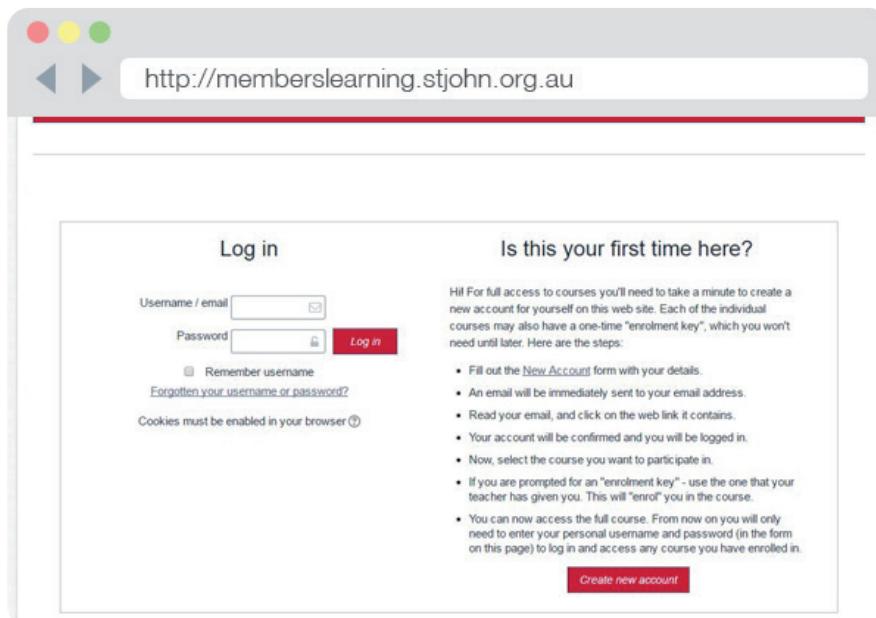
In your favourite web browser head to:

http://memberslearning.stjohn.org.au

1.2

You will now see the Member Learning login page.

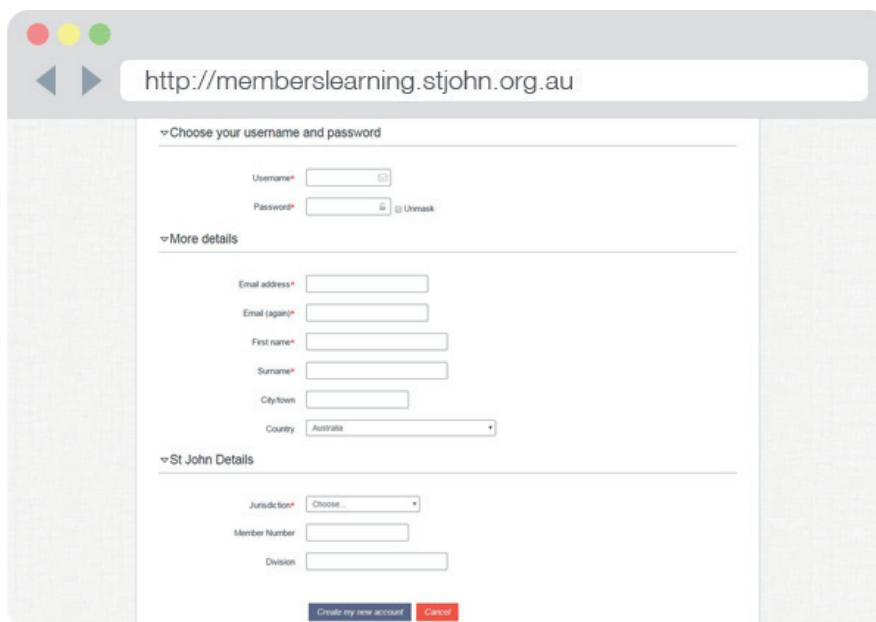
Click the red 'Create new account' button located at the bottom right-hand corner of the webpage.



1.3

Fill in the required fields with your information.

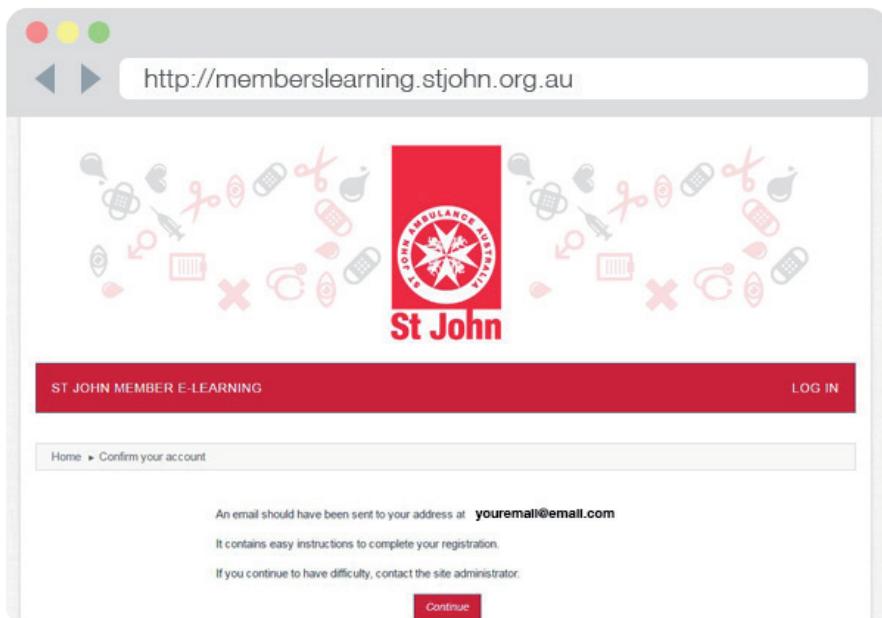
Click the blue 'Create my new account' button, located at the bottom of the website.



Username MUST be the same as your email address. Your email address is unique and easy to remember.

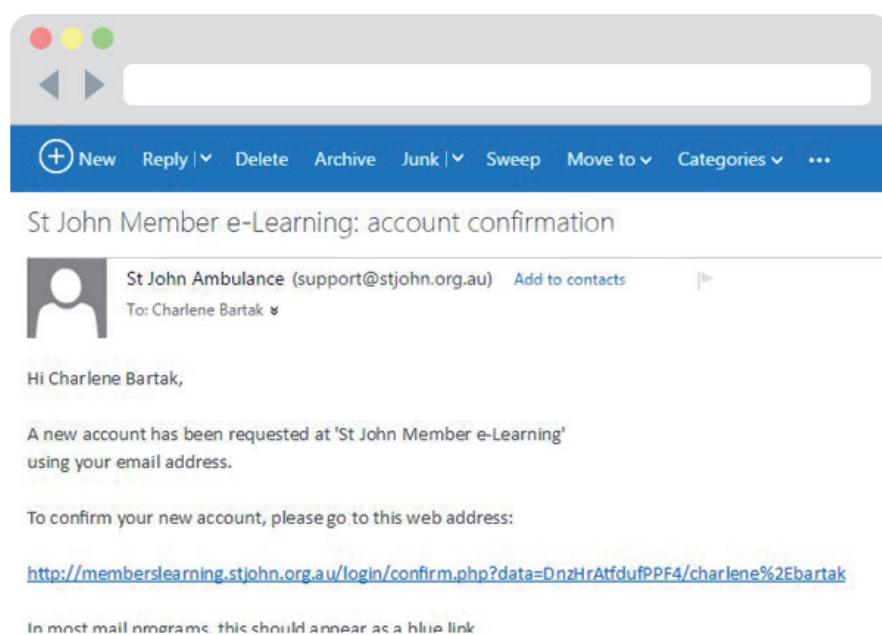
1.4

You will now see a confirmation page.
Close the browser window and head to your email to confirm your new e-learning account.



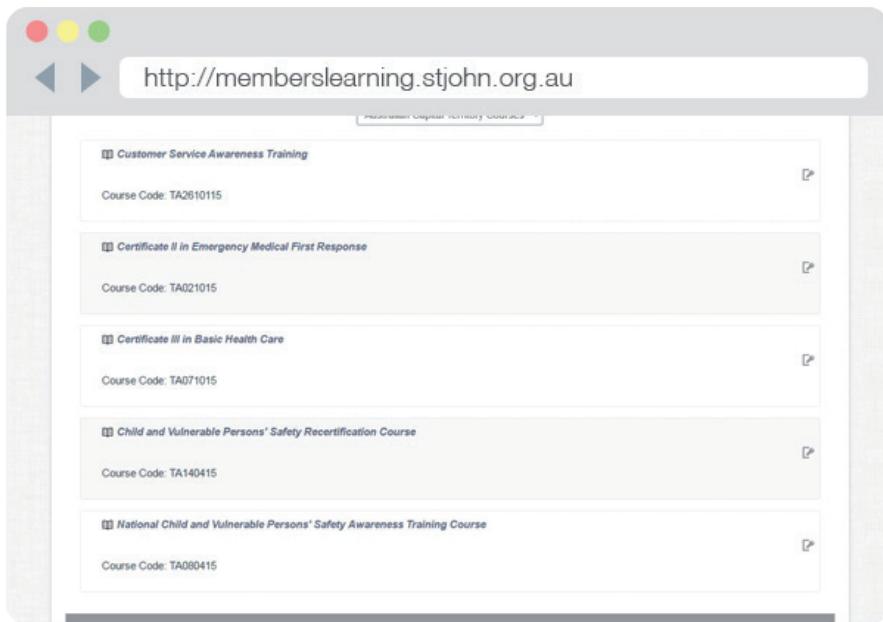
1.5

Log into your email client inbox (ie Outlook, Gmail, Hotmail).
Click the *link* to verify your email address.



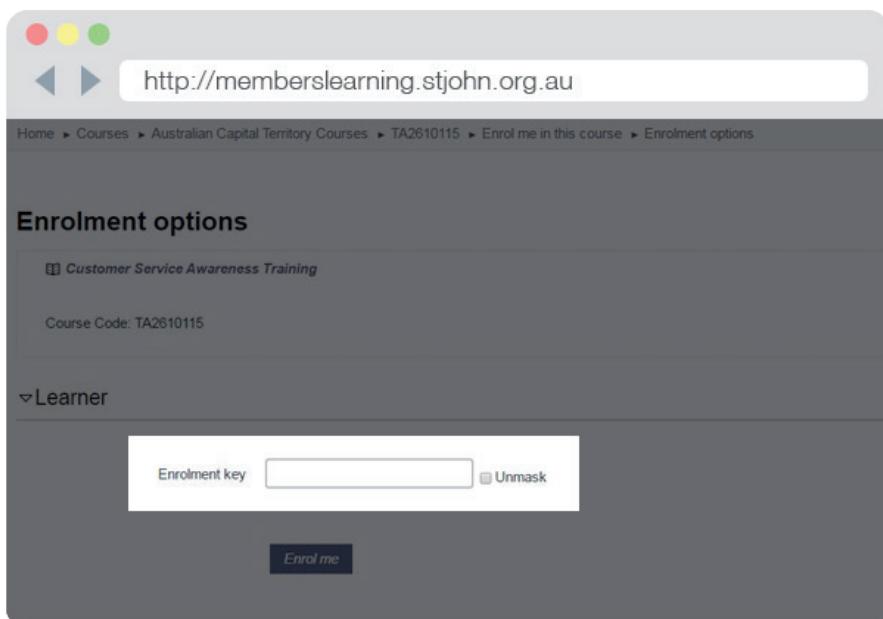
1.6

You will now be back at the memberslearning.stjohn.org.au website and automatically logged in.
Click on the appropriate State/Territory under Course Categories and then on the title of the course you wish to access.



1.7

You will now see some enrolment options for the course you selected.
Type the course enrolment key into the Enrolment Key field, then click Enrol me.



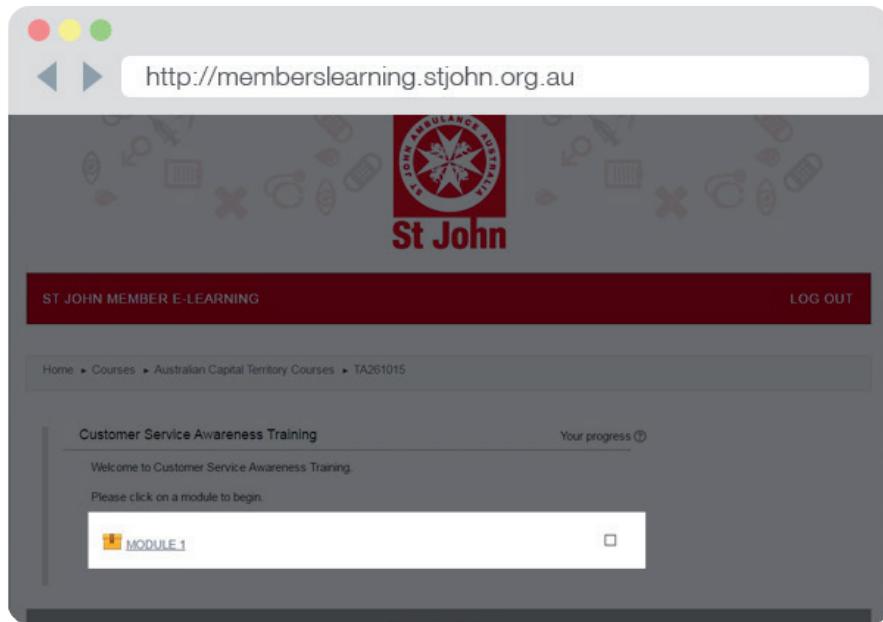
2. Completing the course

Follow the instructions below to commence and complete your St John e-learning course.

2.1

You have successfully enrolled into your course. You will now be able to see the title of the course and a module(s).

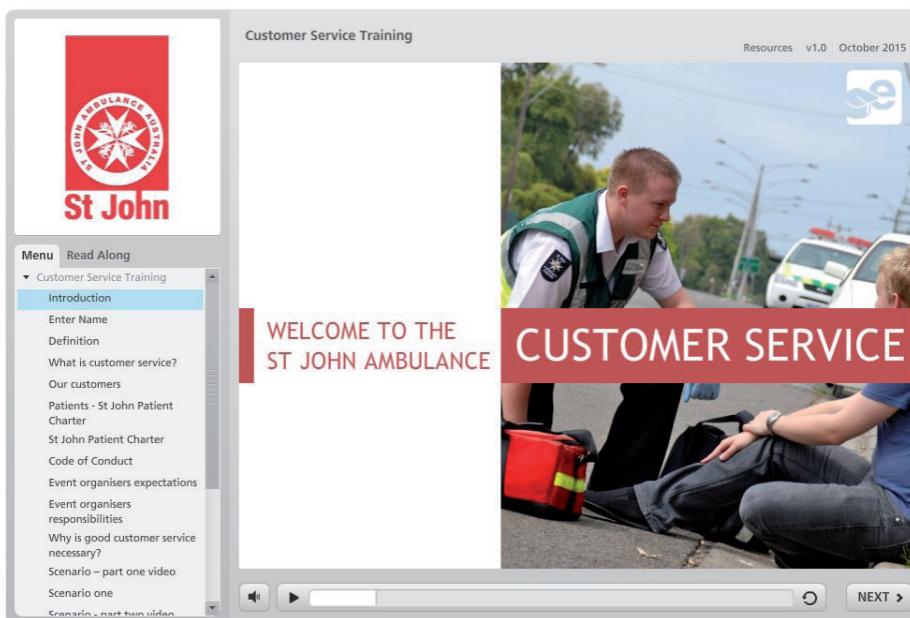
Click on the *Module* you wish to complete.



2.2

The *Module* will load in the browser window.

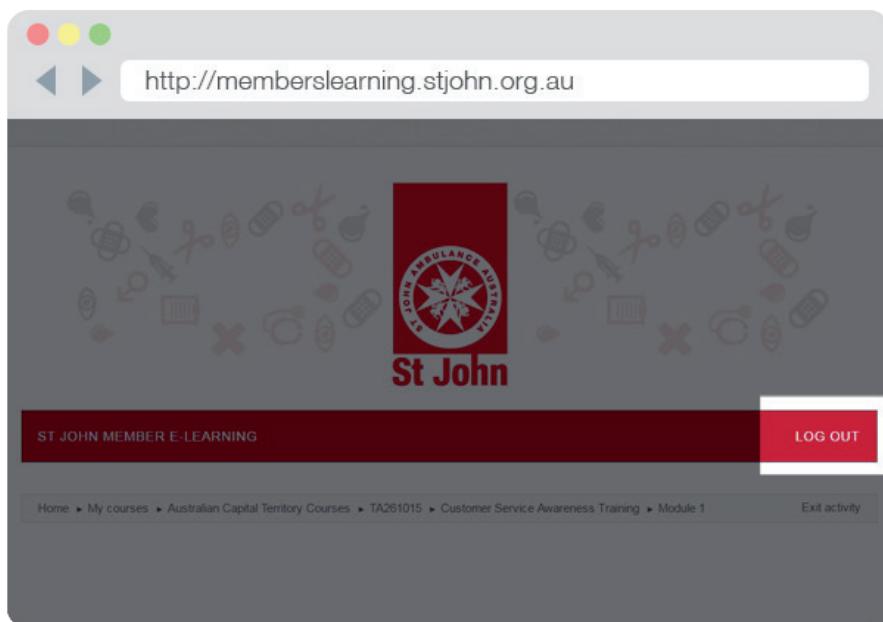
Once the *Module* has successfully loaded, you may begin.



Ensure you print or save your certificate at the end of the course.

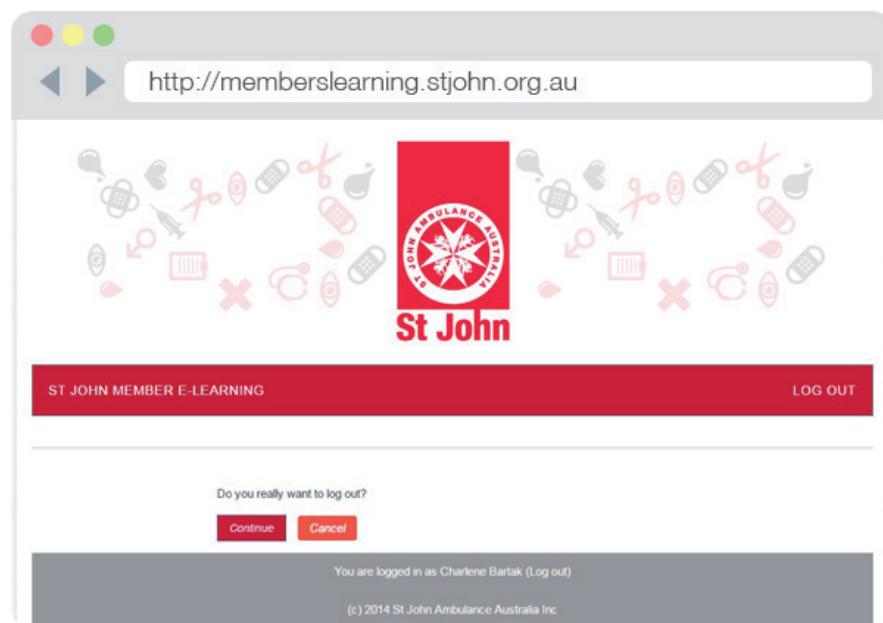
2.3

Congratulations on completing a St John e-learning course. To logout:
Click the white 'LOG OUT' text, located on the right-hand side of the red banner on the website.



2.4

You will now see a screen asking if you really want to log out.
Click the red 'Continue' button to confirm.



Congratulations! You're done — easy!