



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

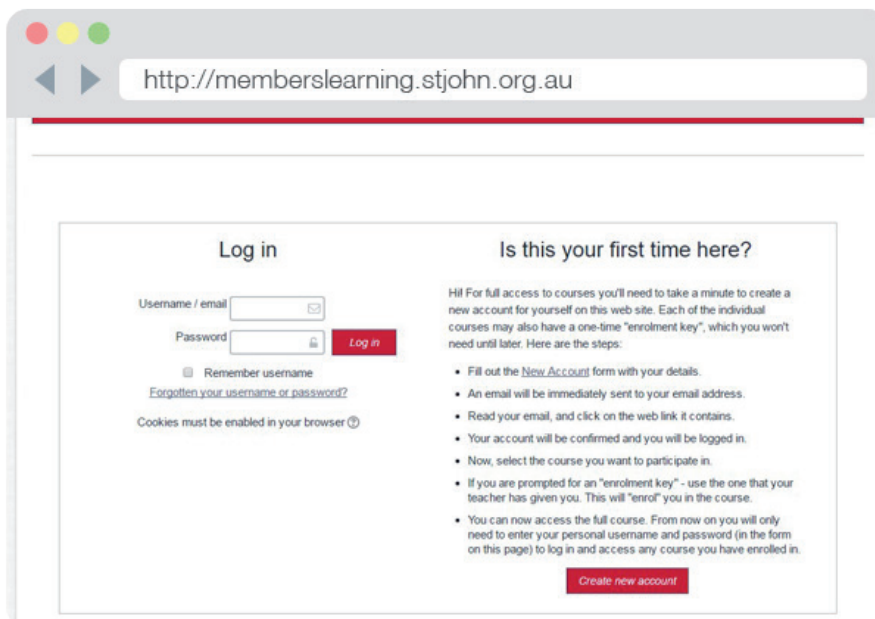
In your favourite web browser head to:

<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.



The screenshot shows a web browser window with the address bar displaying <http://memberslearning.stjohn.org.au>. The page content is divided into two main sections: "Log in" and "Is this your first time here?".

Log in section:

- Username / email:
- Password: [Log in](#)
- ☐ Remember username
- [Forgotten your username or password?](#)
- Cookies must be enabled in your browser ⓘ

Is this your first time here? section:

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

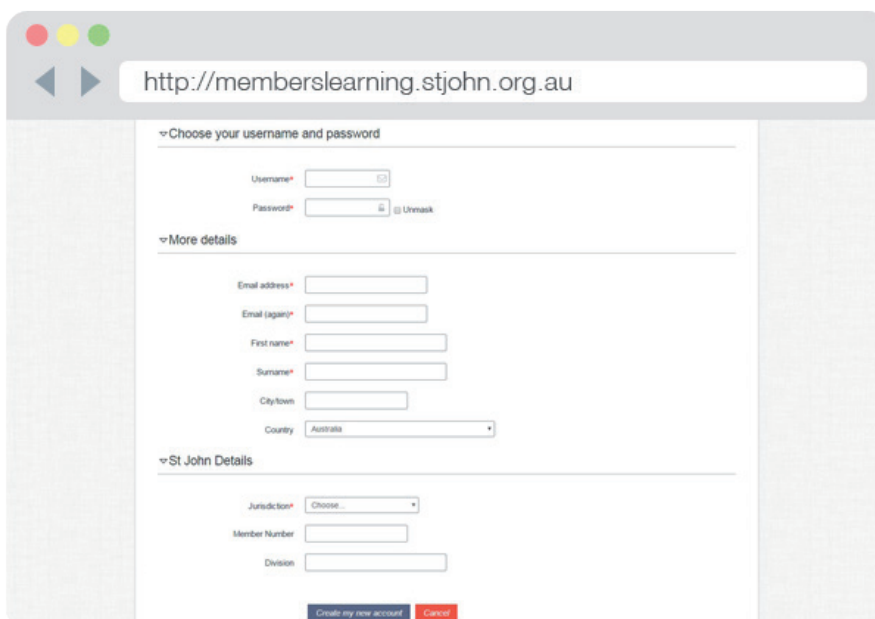
- Fill out the [New Account](#) form with your details.
- An email will be immediately sent to your email address.
- Read your email, and click on the web link it contains.
- Your account will be confirmed and you will be logged in.
- Now, select the course you want to participate in.
- If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
- You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

[Create new account](#)

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.



The screenshot shows the registration form on the same website. The form is titled "Choose your username and password" and includes several sections:

- Choose your username and password:**
 - Username*:
 - Password*: [Unmask](#)
- More details:**
 - Email address*:
 - Email (again)*:
 - First name*:
 - Surname*:
 - City/Town:
 - Country:
- St John Details:**
 - Jurisdiction*:
 - Member Number:
 - Division:

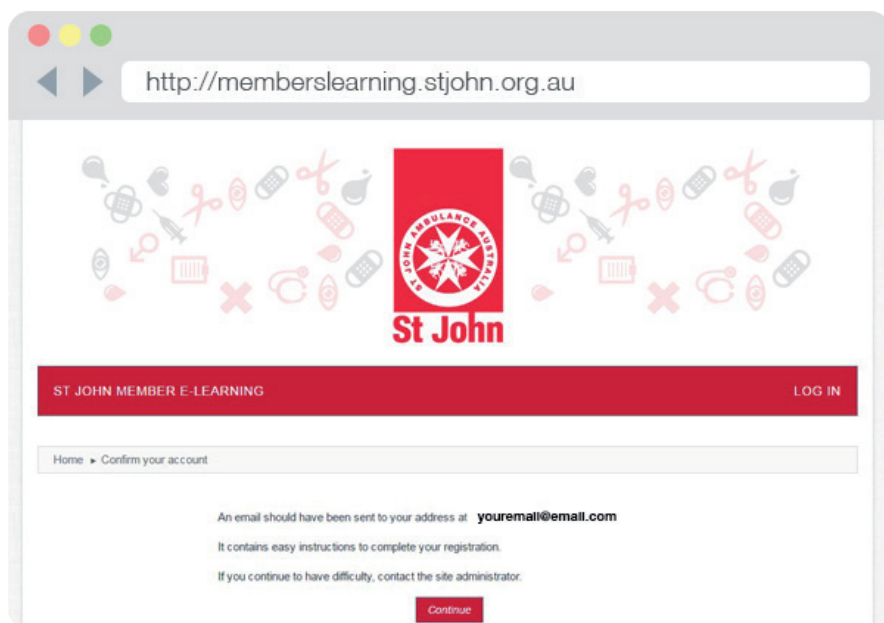
At the bottom of the form, there are two buttons: [Create my new account](#) (blue) and [Cancel](#) (red).

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.

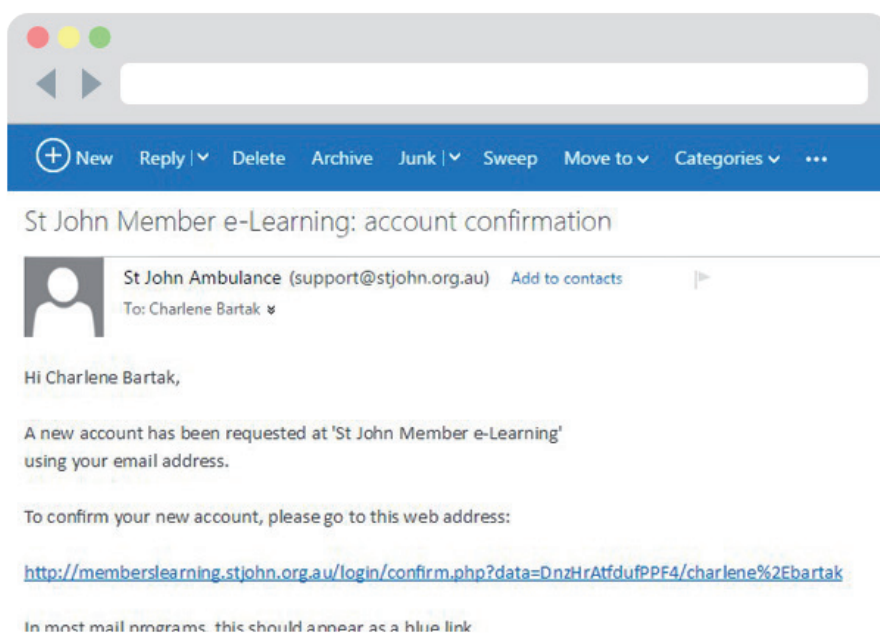
Close the browser window and head to your email to confirm your new e-learning account.



1.5

Log into your email client inbox (ie Outlook, Gmail, Hotmail).

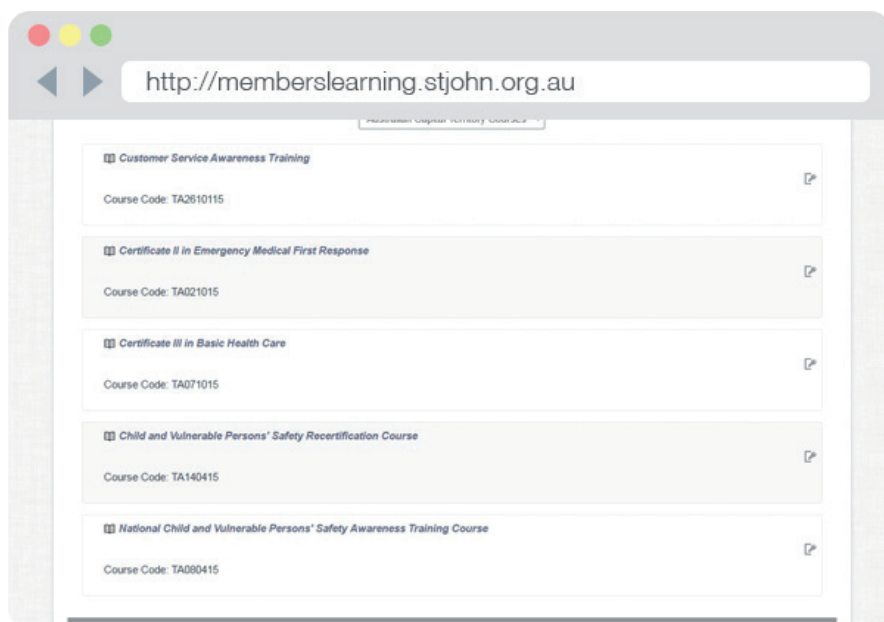
Click the *link* to verify your email address.



1.6

You will now be back at the **memberslearning.stjohn.org.au** website and automatically logged in.

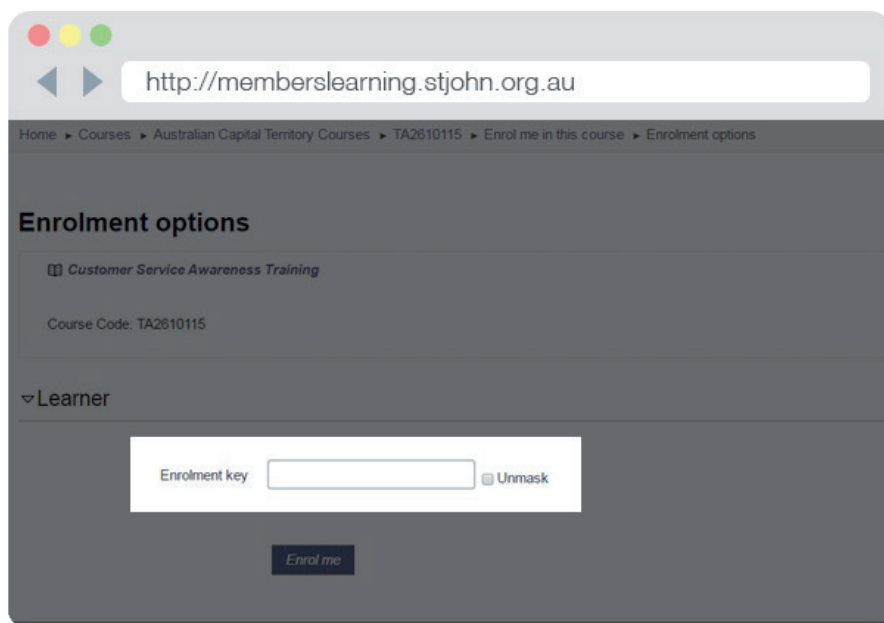
Click on the appropriate State/Territory under *Course Categories* and then on the title of the course you wish to access.



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*.



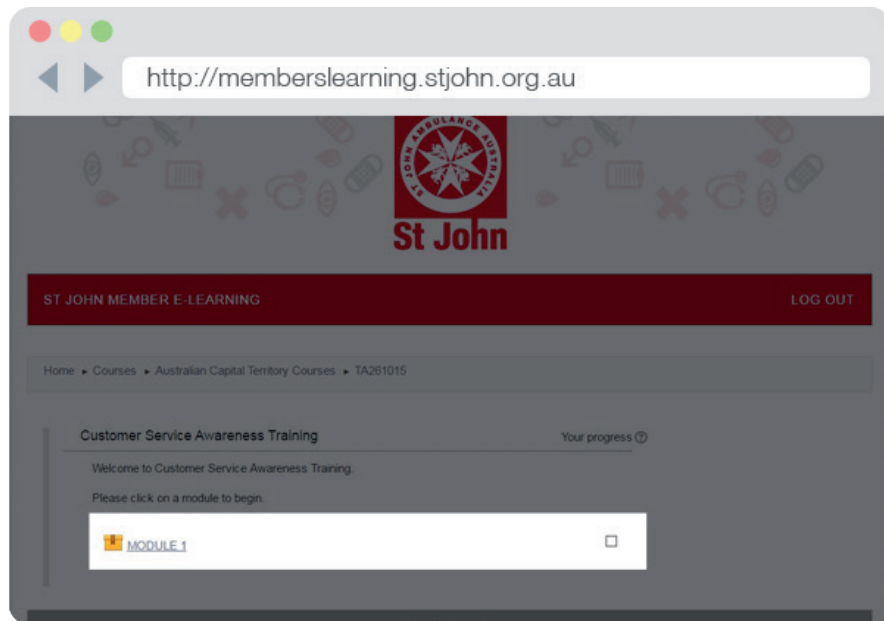
2. Completing the course

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).

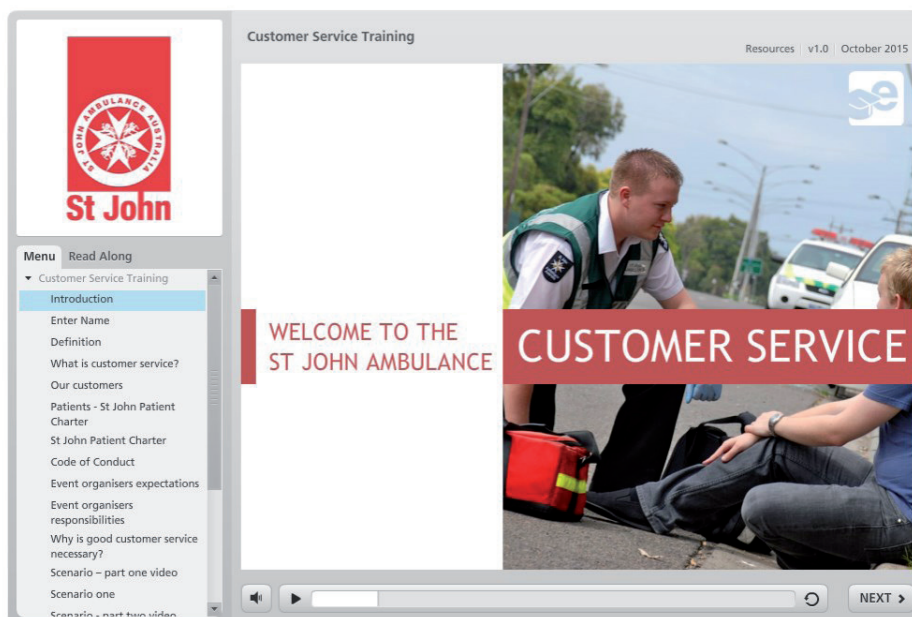
Click on the *Module* you wish to complete.



2.2

The *Module* will load in the browser window.

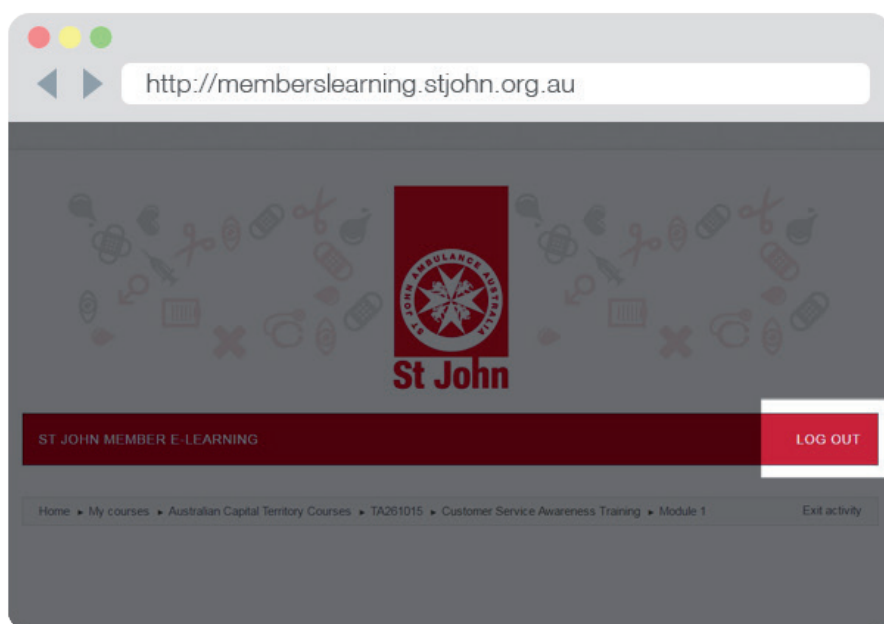
Once the *Module* has successfully loaded, you may begin.



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

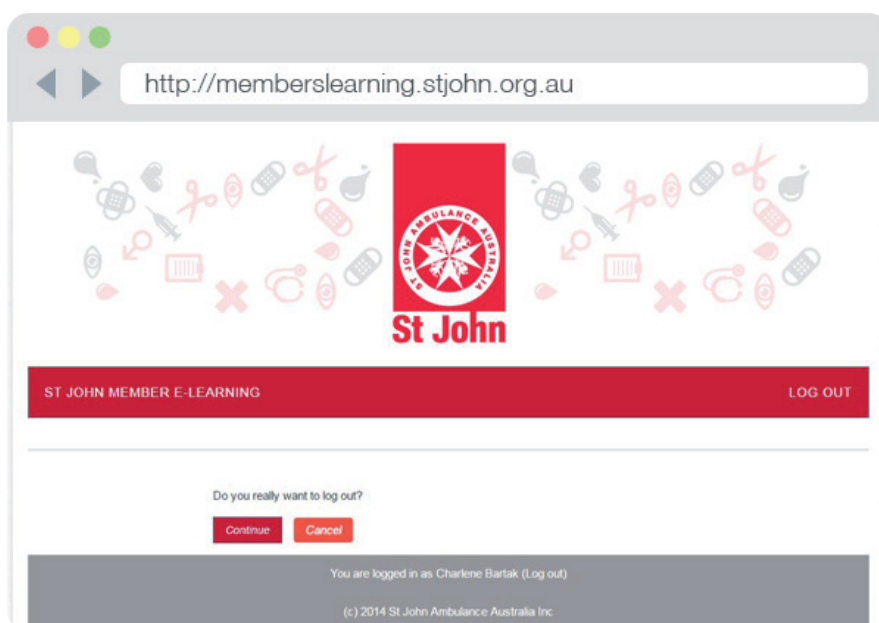
2.3

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!