

## Log into the Learner Portal

The student upon enrolment will receive an system email with learner portal logins.

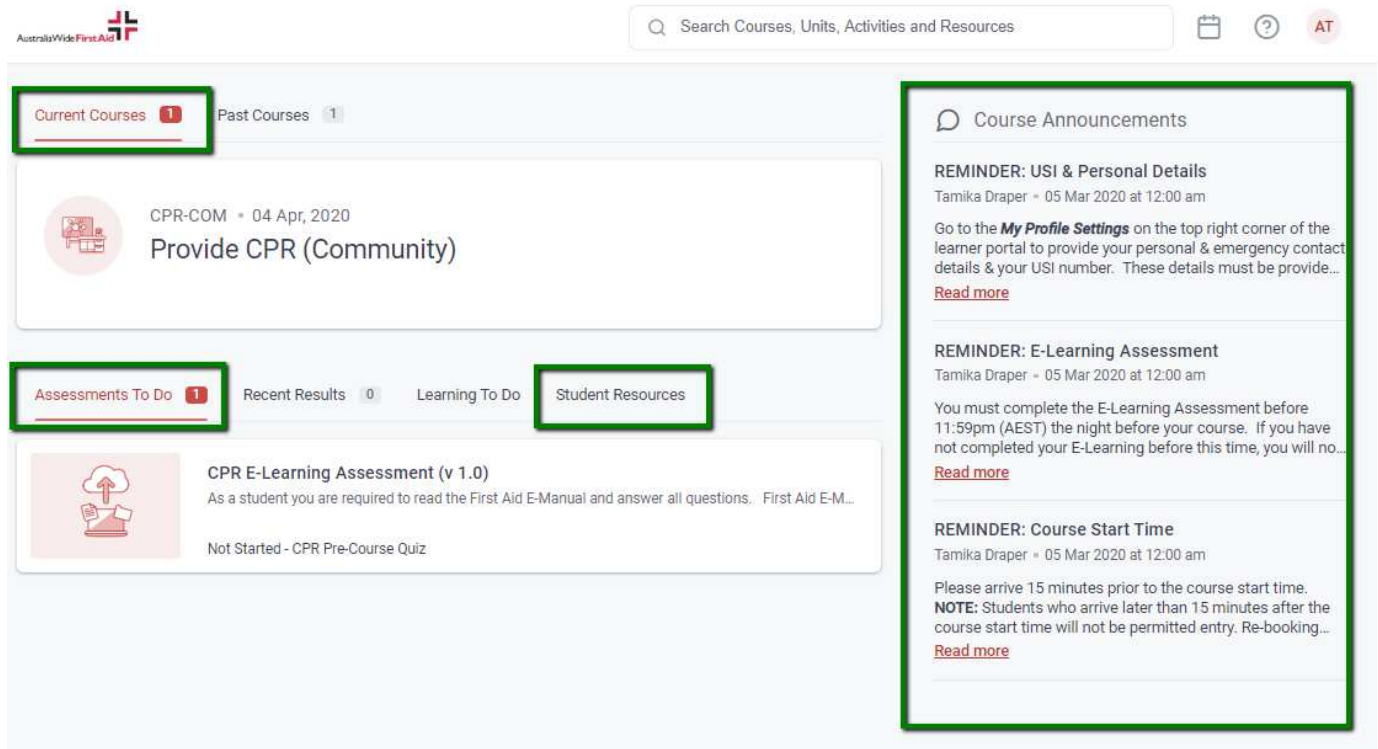
1. To log in, visit <https://admin.axcelerate.com.au/learner/>
2. Enter your Username and Password provided in the email
3. Click Log In

**Tip:** Please check junk/spam as system generated emails will sometimes placed into this folder. If not found, please immediately notify the Community Sales team via phone on 1300 336 613 or email [bookings@australiawidefirstaid.com.au](mailto:bookings@australiawidefirstaid.com.au)

## Dashboard Overview:

Upon logging into the portal, students will be giving access to course announcements, current courses enrolled, assessments to do and student resources.

- Current courses display the course that the student is currently booked to attend.
- Assessment to Do – displays the E-learning assessment required to be completed by the student prior to training
- Student resources – provides students with access to learning material and AWFA policy and procedures.

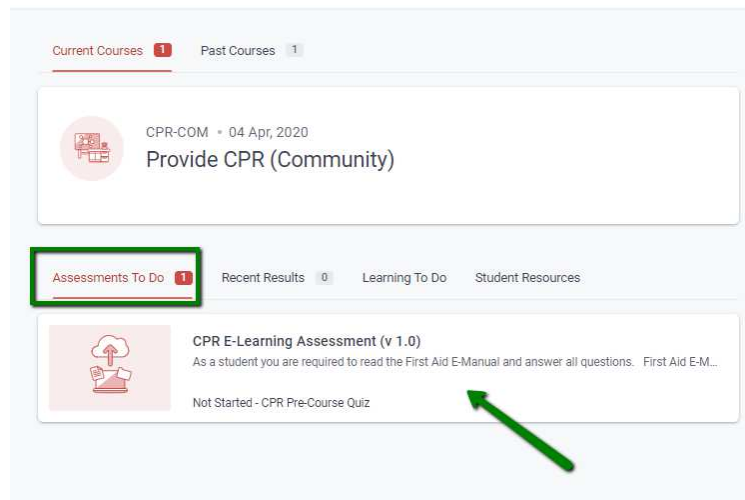


The screenshot shows the AustraliaWideFirstAid Learner Portal dashboard. At the top, there is a search bar and navigation icons. The main dashboard is divided into several sections:

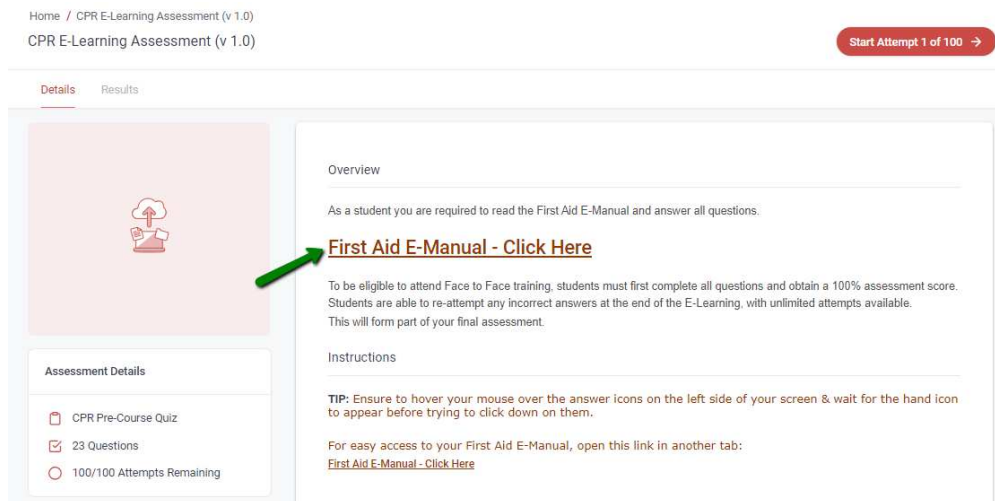
- Current Courses:** Shows 1 current course and 1 past course. The current course is 'CPR-COM' starting on '04 Apr, 2020' with the title 'Provide CPR (Community)'.
- Assessments To Do:** Shows 1 assessment to do, 0 recent results, and 0 learning to do. The assessment is 'CPR E-Learning Assessment (v 1.0)' with a status of 'Not Started - CPR Pre-Course Quiz'.
- Course Announcements:** Contains three reminders:
  - REMINDER: USI & Personal Details:** Tamika Draper - 05 Mar 2020 at 12:00 am. Go to the **My Profile Settings** on the top right corner of the learner portal to provide your personal & emergency contact details & your USI number. These details must be provide... [Read more](#)
  - REMINDER: E-Learning Assessment:** Tamika Draper - 05 Mar 2020 at 12:00 am. You must complete the E-Learning Assessment before 11:59pm (AEST) the night before your course. If you have not completed your E-Learning before this time, you will no... [Read more](#)
  - REMINDER: Course Start Time:** Tamika Draper - 05 Mar 2020 at 12:00 am. Please arrive 15 minutes prior to the course start time. **NOTE:** Students who arrive later than 15 minutes after the course start time will not be permitted entry. Re-booking... [Read more](#)

**Accessing the E-learning Assessment:**

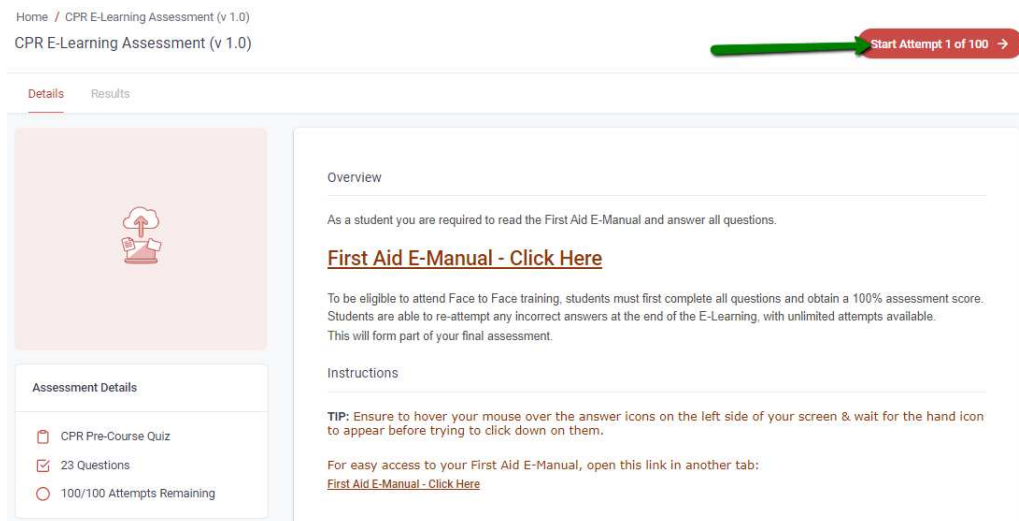
1. Click on 'Assessment to Do' tab on the dashboard
2. Depending on the course enrolled click on either 'CPR E-learning Assessment' / PFA E-learning Assessment OR EFA E-learning Assessment.



3. Before commencing the E-learning click on First aid E-Manual to download the reading material.

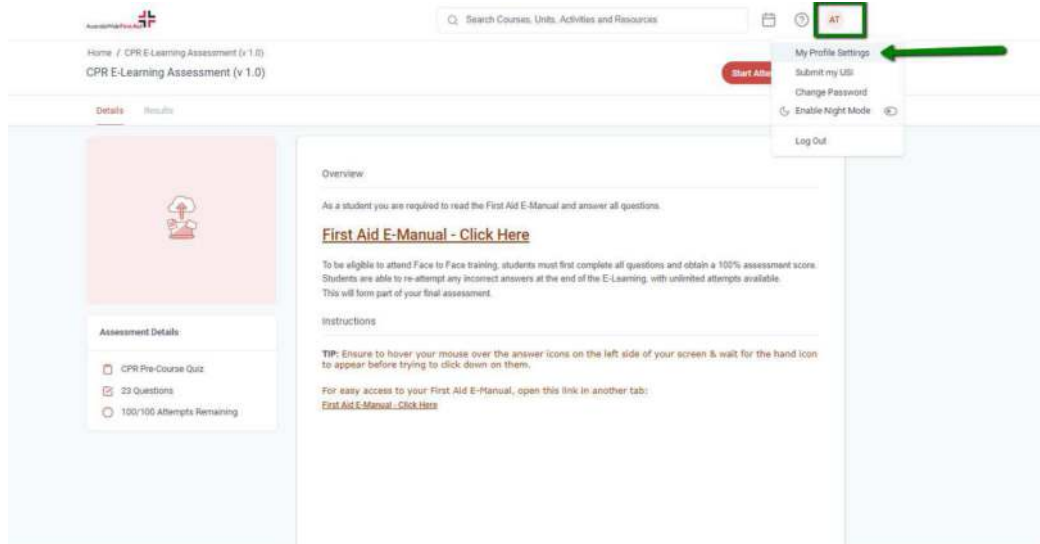


4. To click 'Start Attempt of 1 of 100' on the top right corner



## Update your Personal Information

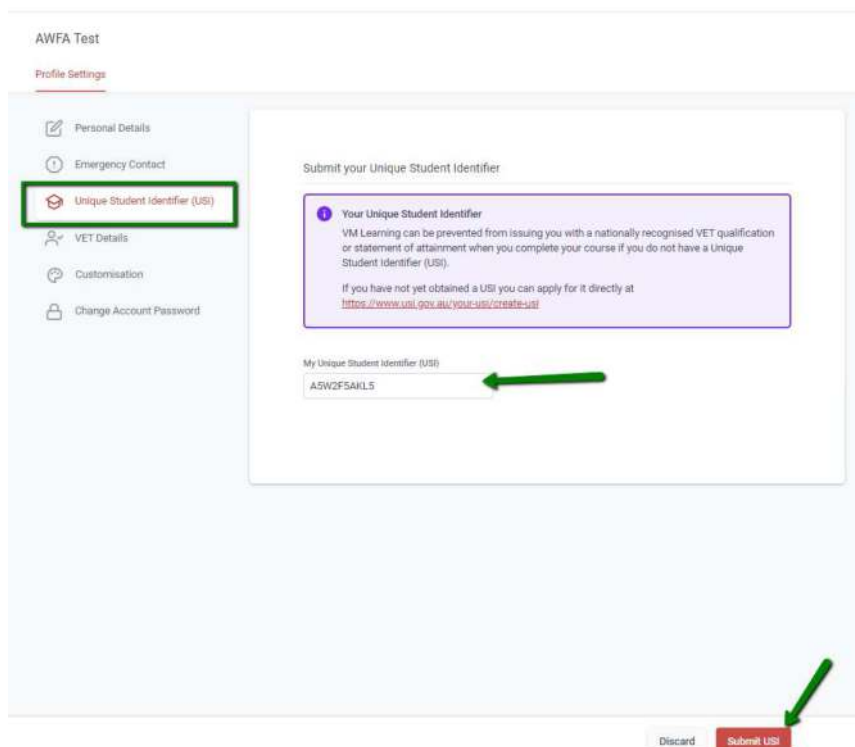
1. Click your Profile icon in the top right corner of the screen
2. Click My Profile Settings
3. Update your details as required
4. Click Save Changes



## Adding USI to Learner Portal

1. In the profile settings page - click on the Unique Student Identifier (USI) tab
2. Enter your USI in the field provided
3. Click Submit USI at the bottom of the screen.

**Tip:** To create or retrieve a USI, please visit <http://www.usi.gov.au>



End of Document