

Guide for students – How to complete the eLearning modules in *My Health Learning*

Students due to commence a placement in NSW Health will receive a StaffLink ID and password. You will use your StaffLink ID to log into the NSW Health online Learning Management System (My Health Learning) where you will complete the eLearning modules. You will use the same StaffLink ID for all of your placements in NSW Health.

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How do I log into My Health Learning?

1. Go to: <http://myhealthlearning.health.nsw.gov.au>
2. Enter your StaffLink ID and click Continue

Login Form

Enter your Username or Stafflink ID

Username:

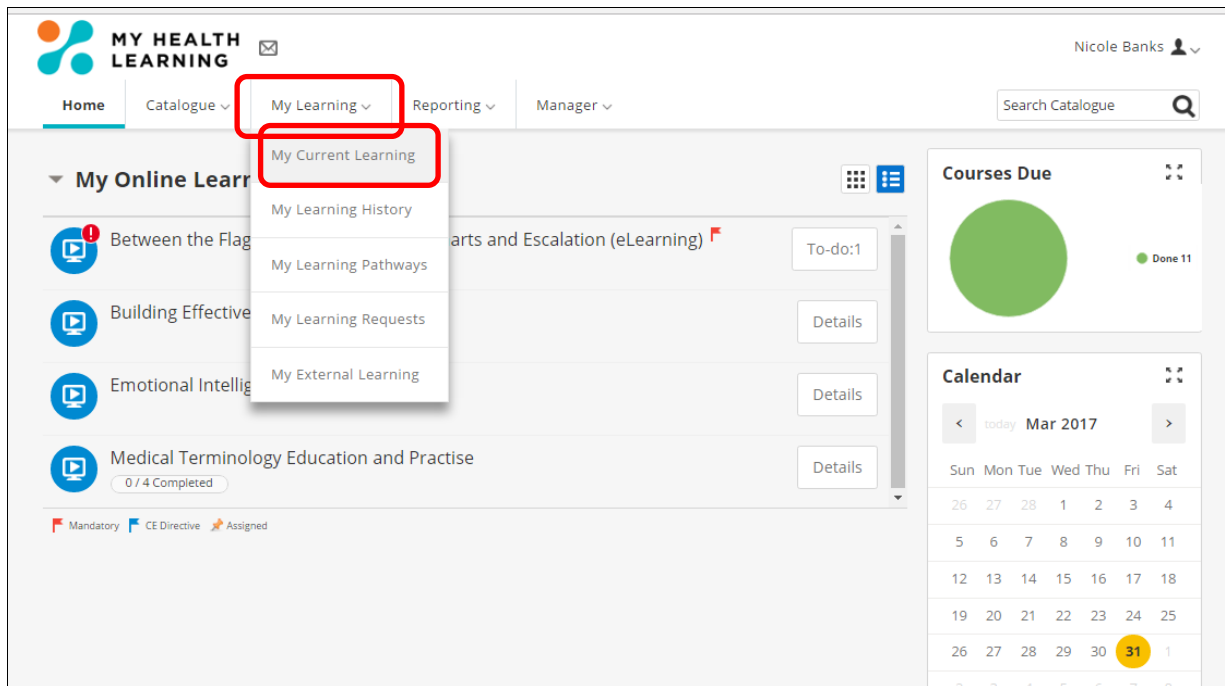
[Where do I enter my password?](#)

3. Enter your password and click Enter

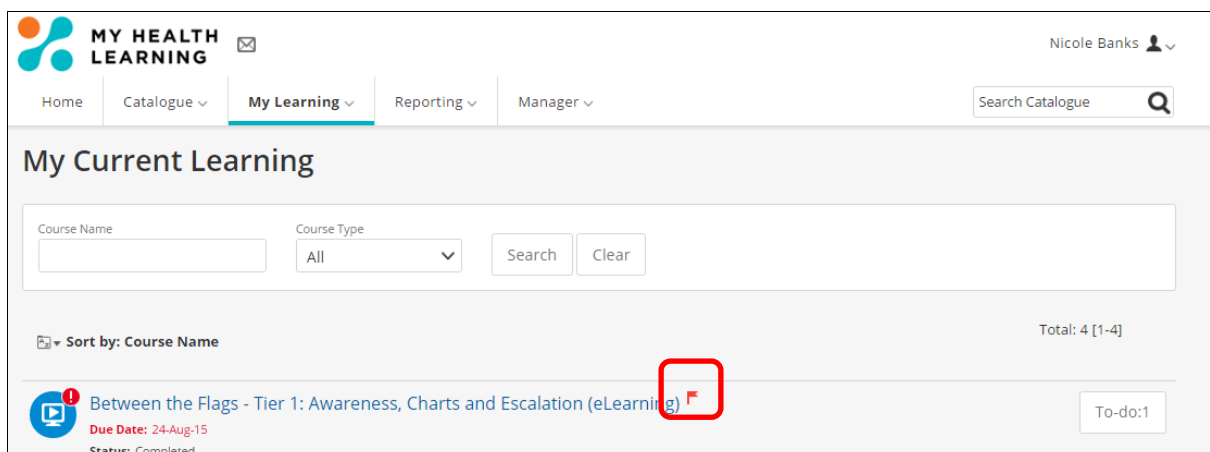
How do I find the eLearning modules I need to complete?

Once you've logged into My Health Learning:

1. Go to **My Learning** and select **My Current Learning**



2. The eLearning modules will be marked with a **red flag**. Any modules marked with a **red flag** MUST be completed.

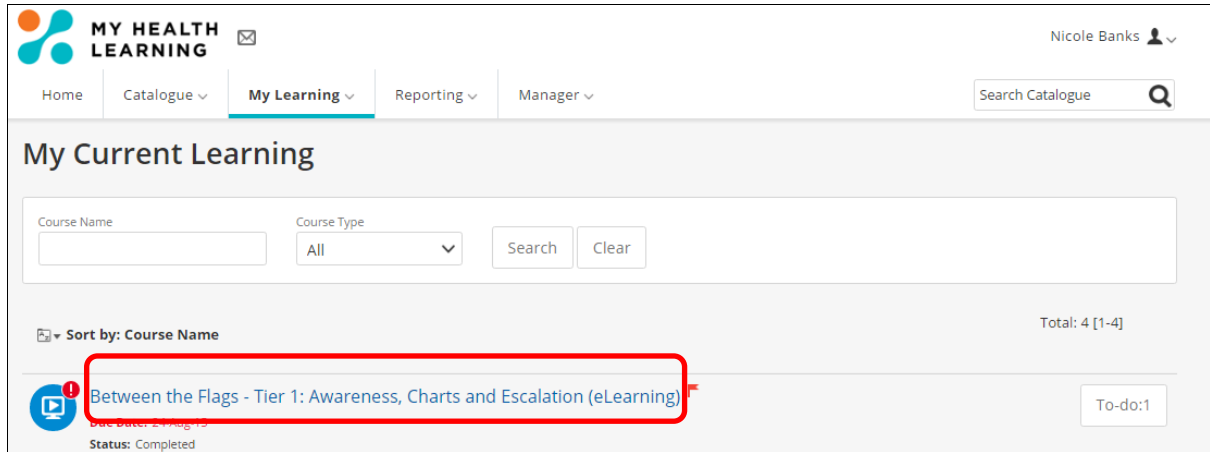


Tip: You can still complete the module if the module's due date or expiry date has passed.

How do I complete an eLearning module?

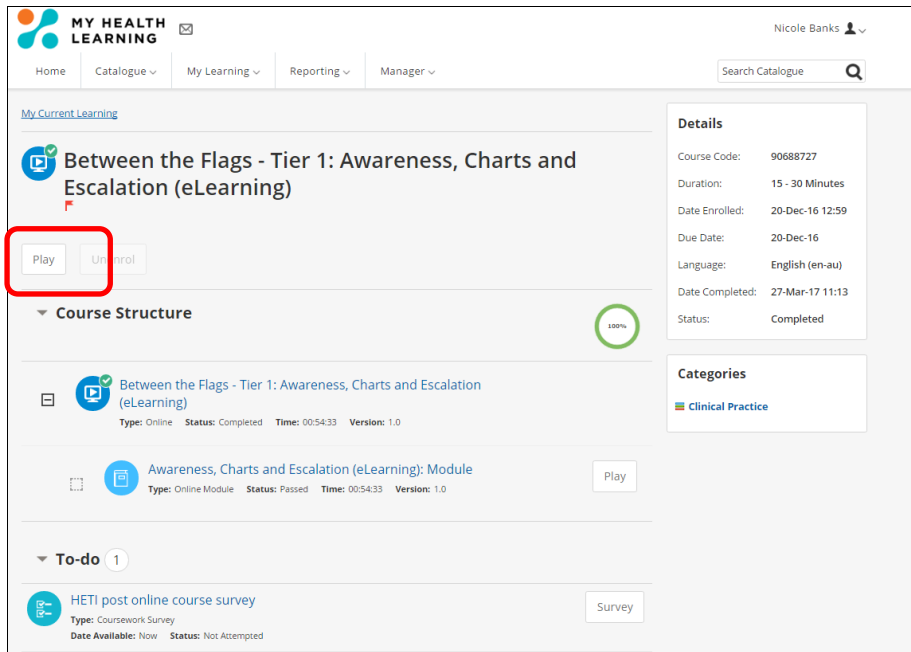
In the My Current Learning section:

1. Click on the module's name to open up the module



On the module's information screen:

2. Click the **Play** button



When the Course Instructions – Important! screen pops-up

3. Click the **Continue To Player** button

Course Instructions - IMPORTANT!

- Popups must be enabled to use HETI Online.
- Do not close ANY windows until you have completed the course or saved your progress as directed.
- In order to save your progress in HETI Online you must 'Exit' or 'Complete' the course within **4 HOURS**.
- Please visit the HETI Online Help page for further information.

System Requirements not met:

Your internet browser or system settings do not meet one or more of the following requirements and we strongly recommend that you update them. HETI Online User Guides for each setting can be found by clicking on the relevant links in the table below or by using the 'Quick Links' menu on the HETI Online homepage.

If you are unable to update your browser, update Flash, or upgrade or system settings, please contact the State Wide Service Desk on 1300 28 55 33.

Test Results

Description	Status	Details
Browser Check	ⓘ WARN	You are using Chrome 56.0.2924.87 which is not supported. If you cannot upgrade/install your browser please contact the SWSD on 1300 28 55 33.
Popup Blocker Check	✗ FAIL	You are required to have pop-ups enabled to use this site. If you cannot enable pop-ups on your browser please contact the SWSD on 1300 28 55 33.
Flash Check	✓ PASS	You have Flash 25.0 r0 which is supported.
JavaScript Check	✓ PASS	Your JavaScript is not enabled.
Cookie Check	✓ PASS	Your cookies are enabled.
Ajax Enabled	✓ PASS	Ajax functionality is enabled.
Acrobat plug-in	ⓘ INFO	You do not have the Acrobat Reader plug-in. If you cannot upgrade/install Acrobat Reader please contact the SWSD on 1300 28 55 33.
Screen size	ⓘ INFO	Your screen size is 1920x1080.
Platform	ⓘ INFO	Your operating system is Windows 7.

Once you have updated your settings you may need to close and restart your browser for the changes to take effect. Please click on the .Retry This Test. button to confirm settings.

Alternatively, if you are sure your internet browser and system meet the essential requirements to use HETI Online, please proceed by clicking on the .Continue to Player. button below.

When the Module window opens:

4. Follow the instructions on screen to begin or play the module

Menu

Awareness, Charts and Escalation

Welcome to the first of four modules in the 'Between the Flags' (BTF) program. This module introduces you to the reasons for the BTF program, and the charts to track vital signs and trigger an escalation response to early and late signs of deterioration.

Target audience: all clinical staff

Duration: 15 to 30 minutes

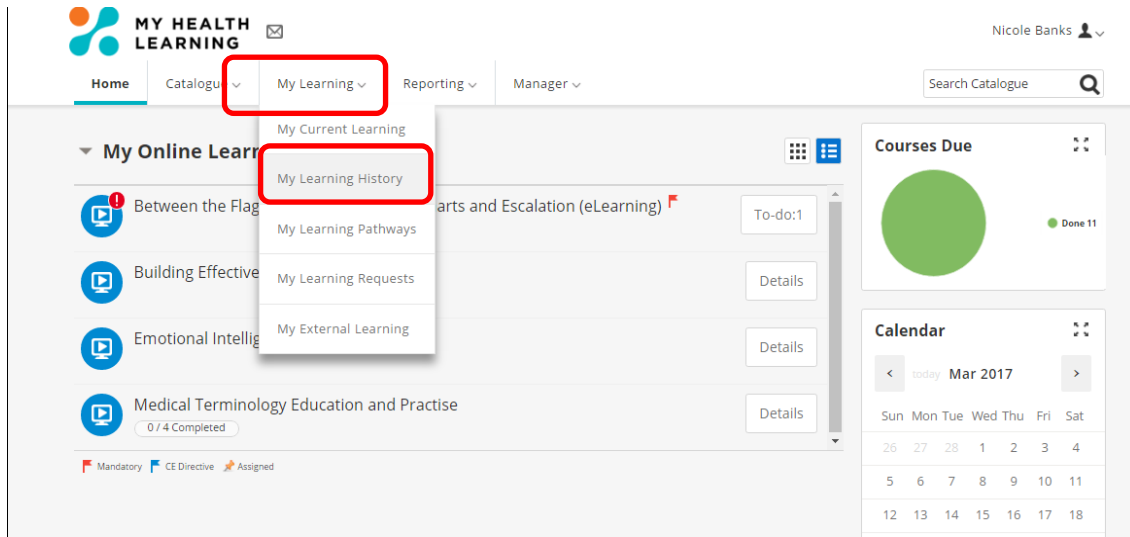
Click **Begin** to start your journey.

How do I know which modules I still need to complete?

In the **My Current Learning** section, you need to complete all modules that have a **red flag**. Once you complete a module, the module will disappear from **My Current Learning**. When you have no modules with **red flags** left in **My Current Learning** it means you have completed all the mandatory training modules.

How can I see which modules I have already completed?

Go to **My Learning** and select **My Learning History**



On the **My Learning History** page, you can see the modules that you have completed. They still will show a **red flag** because they are mandatory training modules but they will show a **Completed Date** and a **Status of Completed**.

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Home Catalogue **My Learning** Reporting Manager

My Learning History

Course Name Course Type: All [Advanced Search](#)

Sort by: Course Name Total: 44 [1-44]

- Aboriginal Culture - Respecting the Difference** 🚩

Completed Date: 02-Jan-13
Status: Completed
- Between the Flags - Tier 1: Awareness, Charts and Escalation (eLearning)** 🚩

Completed Date: 27-Mar-17
Last Completed: 31-Mar-17
Status: Completed

Tip: Hand Hygiene will show a **Status** of **Current** instead of **Completed**.

This is because this module needs to be repeated every 5 years.

Hand Hygiene 🚩

Due Date: 25-Jul-19 **Completed Date:** 25-Jul-14

Status: Current

How do I log out of My Health Learning?

Click your name in the top right hand corner of the screen and click **Logout**

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Home Catalogue **My Learning** Reporting Manager

My Online Learning 4

- Between the Flags - Tier 1: Awareness, Charts and Escalation (eLearning)** 🚩
To-do:1
Due Date: 20-Dec-16
- Building Effective Teams
- Emotional Intelligence
- Medical Terminology Education and Practise

0 / 4 Completed

🚩 Mandatory 📄 CE Directive 📌 Assigned

My Details

Help

Contact Us

Logout

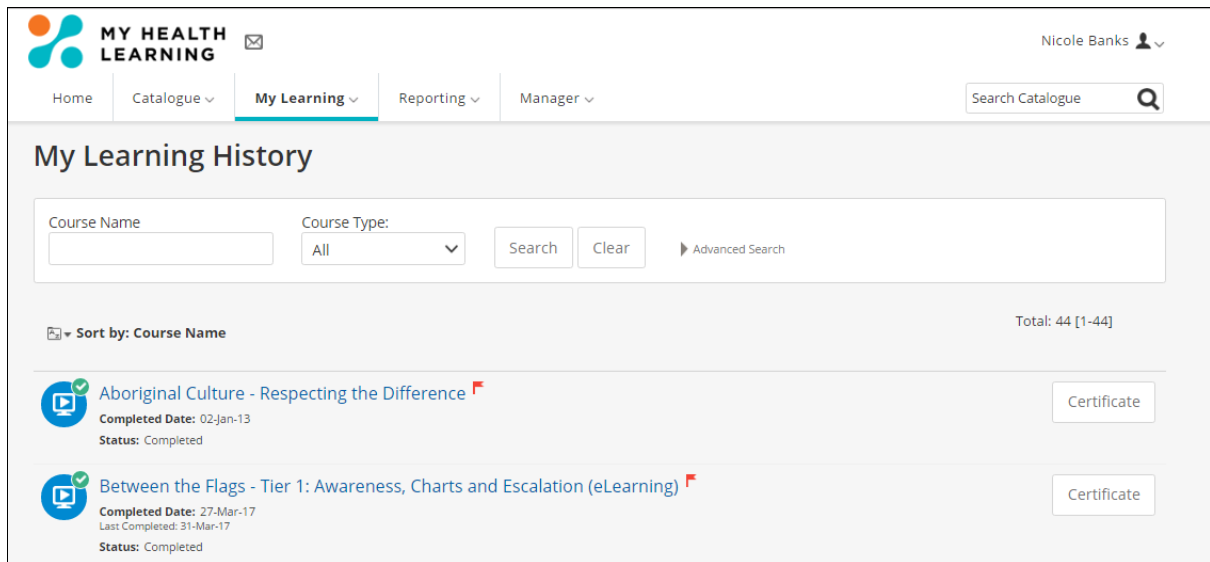
Calendar

today Mar 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

How do I print out a certificate to show I've completed the module?

You can print out the Certificate from the **My Learning History** page.



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Home Catalogue **My Learning** Reporting Manager Search Catalogue

My Learning History

Course Name Course Type: All Search Clear Advanced Search

Sort by: Course Name Total: 44 [1-44]

- Aboriginal Culture - Respecting the Difference
Completed Date: 02-Jan-13
Status: Completed Certificate
- Between the Flags - Tier 1: Awareness, Charts and Escalation (eLearning)
Completed Date: 27-Mar-17
Last Completed: 31-Mar-17
Status: Completed Certificate

The **Certificate** will look like this but it will have your name.



Who can I contact for support?

I have questions about my StaffLink ID	EHNSW-NSWHEALTHStudentOnlineAccounts@health.nsw.gov.au
I have questions about the email I received or didn't receive with my StaffLink ID and password	EHNSW-NSWHEALTHStudentOnlineAccounts@health.nsw.gov.au
I need to reset my password	State-Wide Service Desk 1300 28 55 33
I am having trouble logging into My Health Learning	State-Wide Service Desk 1300 28 55 33
I am having trouble completing the modules on My Health Learning	State-Wide Service Desk 1300 28 55 33
I have questions about my police check, code of conduct or immunisations	University, TAFE or Training Provider
I have questions about my placement	University, TAFE or Training Provider