

Enrol in your Tailored Training Program

A guide for staff/learners

Follow these instructions to enrol in your Tailored Training Program (TTP) for the first time. You will only need to do this once. Please note to complete the following steps you require the **TTP enrolment link & password** provided to you by your organisation.

Step 1.

Visit the DTA website (dta.com.au) and click on the “**Log in or Sign up**” button on the top right-hand corner of the screen.



Already logged in? Skip this section and go to [Step 6](#).

Step 2.

Enter the **email address** you used to create your DTA account in the field indicated below.

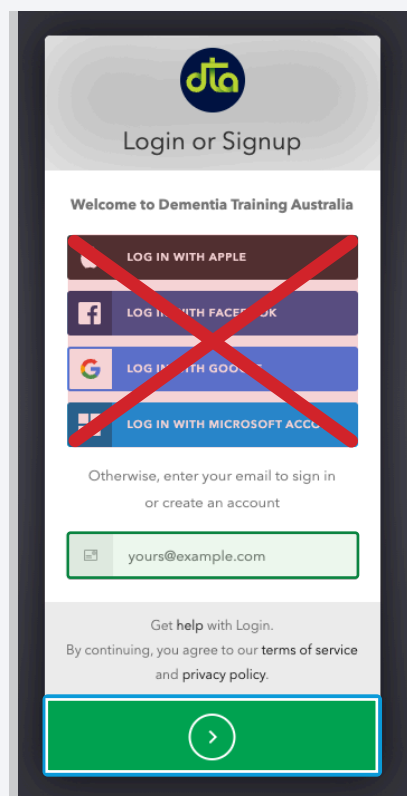
Do not use:

This will create an account with your private email address.

Use:

Enter your **email address** here.

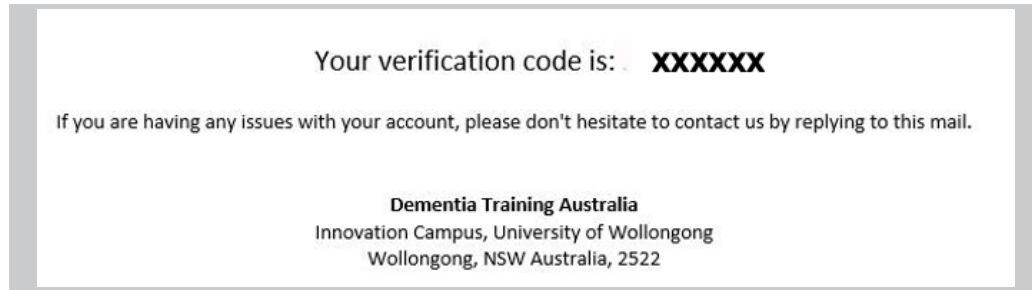
Click here to **submit**.



Step 3.

Check your **inbox** for the **6-digit verification code**.

You will receive a “Welcome to Dementia Training Australia” email from support@dta.com.au. The code is valid for 30 minutes.



Haven't received your verification code?

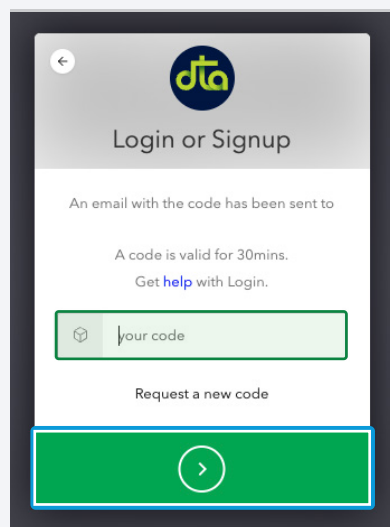
Please check your spam/junk folder. Please wait for the whole 30 minutes and check your email has been entered correctly in the window above.

Still nothing?

If you are using a work computer, your organisation's email filtering services might have blocked DTA's email. Please contact your IT department and request dta.com.au to be added to the approved sender list.

Step 4.

Enter your **6-digit code** in the field indicated below.



Enter your **verification code** here.

Click here to **submit**.

Step 5.

You have **successfully** logged in to your DTA account.

A welcome page will open automatically.

Welcome



Let's get started

The screenshot shows a 'Welcome' page with the following options:

- Access your Dashboard**: Go To Dashboard
- Choose from DTA's online courses**: View online courses
- Check out DTA's upcoming Events**: Browse all events
- Access DTA's Resources Library**: Access Resources

Step 6.

Follow the **TTP enrolment link** you have been provided with.

The following screen will appear.

The screenshot shows a form titled 'Welcome Name - Lets get started'. The form contains the following text and elements:

- Header: Welcome Name - Lets get started
- Instruction: Join your training program by entering the password for your organisation:
- Text field: Enter your organisation password
- Link: If you don't have a password, please contact dta@uow.edu.au
- Button: Next

Enter your **organisation password** in the text-field and click **Next** .

Don't have an enrolment link or password?

Please contact us via the green **"Help"** button on our website, or the key contact person within your organisation.

Note:

You only need to do this step **once**.

Step 7.

A prefilled window will open. Please check your details are correct before clicking **Enrol in this training**.

Welcome {Name} - Lets get started

This information helps us deliver training and resources tailored to your needs.
Don't worry - we won't share your info with anyone.. [here's our privacy policy](#)

PREFERRED FIRST NAME *

Your First Name

Displayed on your public profile, notifications and other places.

LAST NAME *

Your Last Name

ORGANISATION

Your Organisation

OCCUPATION *

Your Occupation

CARE SETTING *

Your Care Setting

POST OR AREA CODE *

Your Post or Area Code

YOUR STATE *

Your State

Back Enrol in this training

Step 8.

You have **successfully** enrolled in your TTP.

You will now receive a **welcome notification**.

Tailored Training Program

Welcome **Your Name**

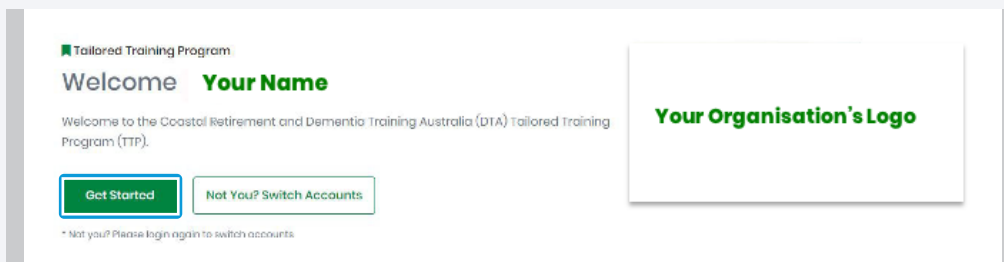
Welcome to the Coastal Retirement and Dementia Training Australia (DTA) Tailored Training Program (TTP).

Your Organisation's Logo

Get Started Not You? Switch Accounts

* Not you? Please login again to switch accounts

Step 8. (continued)



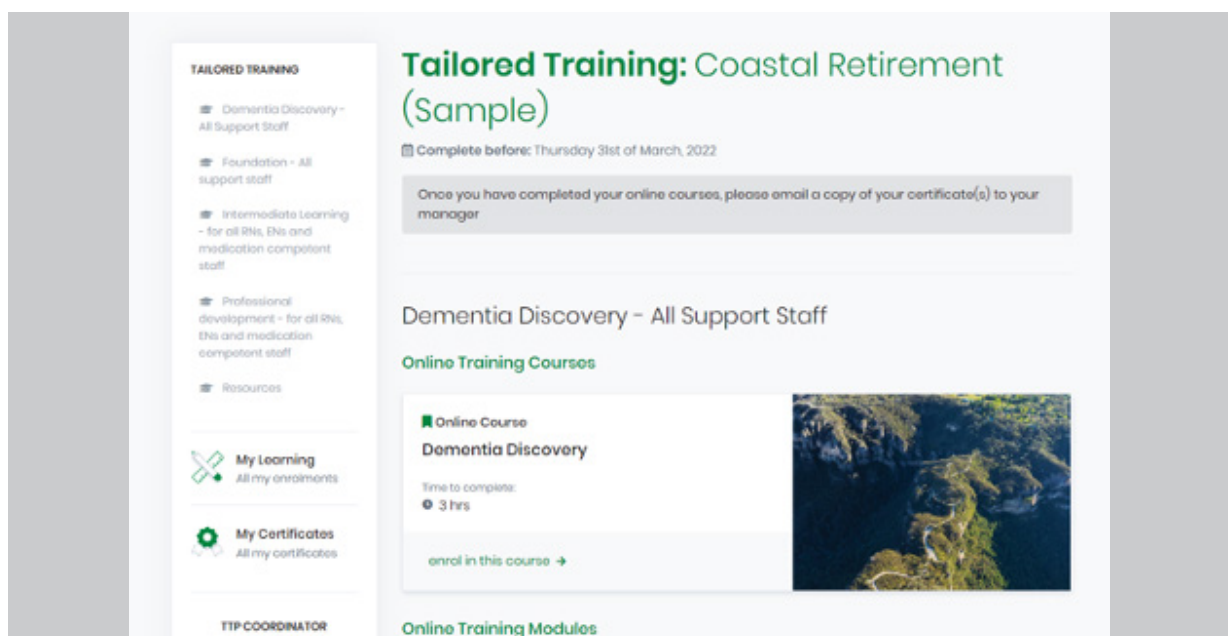
Click the **Get Started** button or **scroll down** to access your Tailored Training Program.

If you require assistance logging back into your TTP please proceed to:

[Starter Guide 3: Accessing your Tailored Training Program](#)

Welcome to your Tailored Training Program

The following information may be available (subject to your organisations training program):



- Online Learning courses/modules
- Training events, such as consultancies or workshops
- Resources and links
- Your enrolments (under My Learning)
- Copies of your certificates for online learning completions (excludes Dementia Essentials)

Exit module and logout

Please ensure that you exit any modules you are currently working on prior to logging out of your account.

This will ensure that any course progress is saved correctly.

EXIT COURSE

Are you having difficulties?

If you need further assistance, please contact DTA via the **Help button** on our website or alternatively, please call us on 1300 229 092.