

# How to Start Commissioned Training on DTA



#### **Sample Commissioned Training**

Staff Login and Registration

\* Sample Commissioned Training Staff access only



**Step 1.** Click on the provided URL to navigate to this page.

**Step 2.** Click on the **'Staff Login and Registration'** button to navigate to the login page.



#### Welcome

| é     | Continue with Apple             |   |  |
|-------|---------------------------------|---|--|
| G     | Continue with Google            |   |  |
| ==    | Continue with Microsoft Account |   |  |
|       | Or                              |   |  |
| Enter | r email address                 | Ð |  |
|       | Terms and Conditions            |   |  |
|       | Continue                        |   |  |

**Step 3.** Either continue with a single sign on account (Apple, Google or Microsoft) or enter your email address to receive a verification email.





#### Welcome sample.account@dta.com.au!

Logout

Let's get started - please complete your details.

| Prefix                   | Preferred First name *                         | Last name *                           |  |  |  |
|--------------------------|--|---------------------------------------|--|--|--|
| Select 🗸                 | Enter your first name                          | Enter your last name                  |  |  |  |
| 🗹 Display first name and | d last name details as above, on certificate/s |                                       |  |  |  |
| Email address *          |  | Organisation                          |  |  |  |
| sample.account@dto       | a.com.au                                       | Enter your organisation name          |  |  |  |
| Occupation *             |  | Care setting *                        |  |  |  |
| Select your occupati     | ion ~  | Select your care/work setting ~       |  |  |  |
| Your age group *         | Gender *                                       | Preferred language * Your country *   |  |  |  |
| Select your age grou     | up V Select gender V                           | Select language   Select your country |  |  |  |

Note: If it is your first time using this account, you will need to enter some information before clicking 'Save Details', to continue to the website.







#### **Sample Commissioned Training**

#### Welcome Sample - Let's get started



click **'Next'** to continue.





#### **Sample Commissioned Training**

#### Welcome Sample - Let's get started

| Preferred First name *  |   |
|---|---|
| Sample  |   |
| Displayed on your public profile, notifications and other places. |   |
| Last name *   |   |
| Account   |   |
| Organisation  |   |
| Enter your organisation name                                      |   |
| Occupation *  |   |
| Academic - Occupational Therapist                                 | ~ |
| Care setting *  |   |
| Residential   | v |
| Post or area code *   |   |
| 5000  |   |
| four state "  |   |
| South Australia   | ~ |



## **Step 5.** Please enter your details. Click on **'Enrol in this Training'** to continue.



## **ONLINE LEARNING PLATFORM**

Q Search 🛛 📞 Contact us

Av Dashboard

#### Welcome Sample

Get Started Not Yo

Sample Workshop

Not You? Switch Accounts

Reports

\* Not you? Please login again to switch accounts

#### Commissioned Training: Sample Commissioned Training

My Enrolments

My Certificates

Reporting

#### CT Coordinator

To track the completion of online training within your organisation's Commissioned Training (CT), a summary of your progression through online courses within this CT will be provided to your employer.

View our Privacy Policy

#### Complete before: Tue 1 Oct 2024

#### Sample Workshop

Online Training Courses



Workshops



### Step 6.

For courses, click on the **'Enrol in this course'** 

button to access an e-Learning course. See Page 8 for next step.

For workshops, click on the **'Enrol in this workshop'** button to access a workshop. See Page 9 for next step.



#### **Dementia Discovery**

E-learning • English • 0 of 2 lessons completed



### You are now enrolled in the e-Learning course. Click **'Start Learning Now'** to begin your course.



## **ONLINE LEARNING PLATFORM**

-- 🎝 Manage

□ ILT (Educator-Led Training) • English • 0 of 1 sessions completed



#### You are now enrolled in the workshop.



## **ONLINE LEARNING PLATFORM**

⑦ Help

## Need more help?

## **Contact us here**

