HSC Learning Centre – User Guide

1   ACCESSING THE SITE

- Open a web browser, type http://www.hsclearning.com and press enter.
- Click the 'login' button and enter your username and password yet please read the section on 'Self-Registration'.
- You will be taken directly to your Learning Plan page, which has three tabbed sections: 'Available courses', 'Courses in progress', and 'Completed courses'.

2   CREATING A NEW ACCOUNT

- Click the 'Need a new account?' button
- If your organisation is listed on the New account section, click on its name and fill out the registration fields
- Fill in each of the boxes. **Please note:** your username should be the same as your consolidated server login.
- Click the 'Create my new account' button. Your account will be created and a confirmation email will be sent to the email address you listed in the registration form.
- When you receive your confirmation email, click on the link in the email to confirm your account. You will now be logged in to the site.
- **NB:** If your organisation **is not listed,** self-registration is not allowed and you will need to contact your organisation administrator to request a new account.

3   FORGOTTEN YOUR PASSWORD?

If you cannot remember your password and you have an active work email account that is registered to the eLearning account:

- Click on the 'Forgotten your username or password?' link on the login page.
- Enter either your username OR email address in the boxes provided
- Click 'Search'
- If you have entered a valid username or email address an email will be sent to the address registered on that account.
- You will receive an email from noreply@hsclearning.com and once you have clicked on the link to confirm you want a new password you will receive another one with your new password

- You can change this password once you are logged in by going to view profile on the right hand side

Please Note: as the emails are automated they may arrive in your Junk Mail box.

If you don't have an active work email account please click on the link for Organisation Administrators on the site homepage to see who to contact within your organisation to have your password reset.

4   MENU SECTION/OPTIMISING SCREEN SPACE

The HSC Learning Centre site uses a Navigation 'hamburger' icon, at the top right of the screen, which allows you to dock or undock the entire menu section of the site. Click on the icon to dock/undock the menu section.

Note: the menu section is docked by default
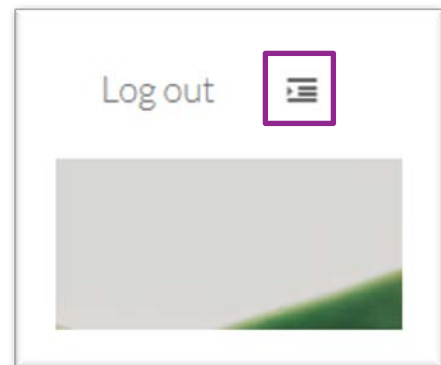
5   ACCESSING YOUR COURSES

When you log in to the HSC Learning Centre you will be taken straight to your Personal Learning Plan. There are three tabbed sections to your learning plan:
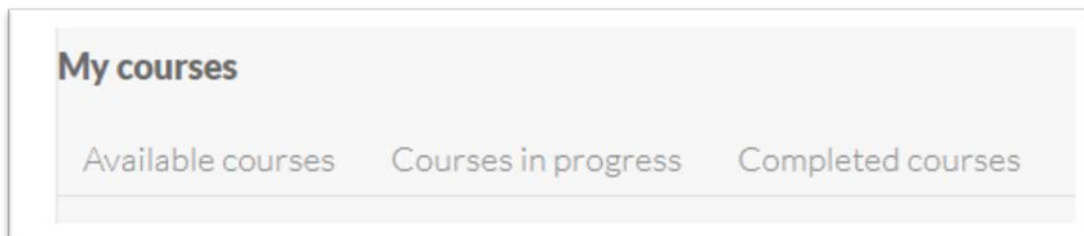
- Available courses – lists those courses available to you that you have not yet enrolled on
- Courses in progress – lists those courses that you are currently undertaking
- Completed courses – courses that were completed some time ago

6   REGISTERING FOR A NEW COURSE

- From the My Courses page, click the 'Available courses' tab
- Click on the name of the course you want to register on
- On the next screen click 'Enrol me'
- You are now registered on the course and will, in future, see it listed in your 'Courses in progress' section
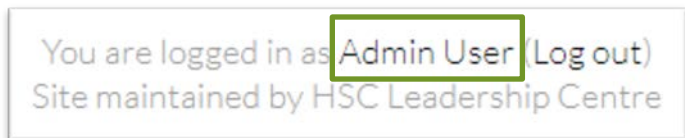
7   MONITORING YOUR PROGRESS IN A COURSE

You can monitor your progress through a course in one of two ways.

(a)Activity completion tracking – When you have completed a section of a course you will see a 'tick' symbol to the right of that activity, indicating that it has been successfully completed.

8   UPDATING YOUR PROFILE (NAME/EMAIL ADDRESS ETC)

If you need to edit your personal details on the site (name, email address etc) you can do so via the 'Edit profile' section of the site. To edit your profile:

- Scroll to the bottom of the page
- Click on your name in the text "You are logged in as XX"

You are logged in as Admin User (Log out)
Site maintained by HSC Leadership Centre

- You will see a summary page, detailing your profile details. To the left of the summary page is your profile.
- Click 'Edit profile'. You can now update your name, email address, password etc.
- Scroll to the bottom of the page and click the 'Update profile' button

9   LOGGING OUT OF THE SITE

It is important that you log out of the eLearning site after each session. To log out:

- Scroll to the bottom of the page, where you see the text "You are logged in as XX"
- Click 'Log out'

10 MOVING ORGANISATION

If you transfer to a new organisation you should contact the HSC Leadership Centre to request that your eLearning account be moved so that your training record is carried with you. You should not create a new account if you already have an account on the site.