

Trying to enrol in an online course?

Follow the steps below, if you are having any issues [Contact FFM Support](#).

1. Login to LaDIS. Once logged in, if you have a Login Switch option, select **Student** (i.e. not Trainer or Administrator).
2. Go to **Search for a Course** menu option.
3. In the **Select a Category** field, select **Online Courses**. Click on **Find Course**.
4. Double click the course you wish to complete, in this case, it is Basic Wildfire Awareness or Tree Hazard Awareness.
5. Select the appropriate Schedule of the Course (eg. 1/1/2021 – 31/12/2021) and click **Book Course**.
6. On the **Confirmation Enrolment Page**, enter your USI if you haven't yet added it to your account and click on "Verify USI" once the USI has successfully verified a message box will appear that states "USI Matched".
7. Tick the two tick boxes regarding Terms and Conditions and Prerequisites. Then click on **Finalise Enrolment**.
8. You will be prompted to complete the details on the **Post Registration Details Page**. Click on **Update** when you have completed the details.
9. Your enrolment will be pending approval and may take 2 – 4 business days to be approved. You will receive an email to advise you when your enrolment has been approved.
10. Click on the **Online Course** menu option.
11. Under the **Online Course** menu option. Find the Online Course and click on **Launch**.
12. Activate Adobe and allow pop-ups if prompted.
13. Once you have passed the Assessment, click on the '>' at the bottom right hand corner.
14. On the Conclusion Page, click on **Submit your Result**. You may have to activate Adobe Acrobat and/or allow pop ups.
15. You will be taken back to the **Training Records Tab**. Click on **Training Records** and then on **Print Certificate**. Click on the **Print AQF Certificate**
16. Once a certificate is printed, it is saved in the student's folder under the **Library Tab > Library > Certificates**.

If you would like to check if your LaDIS **Training Profile** has been updated after completing the BWA Course online follow these steps:

1. From the LADIS home page in your account, click on the **Training Records** menu option, then select **Training Profile**.
2. The Training Profile contains a series of sections that display your training and capability history. All information displayed in the Training Profile tab is **read only**.

3. For more information about your Training Profile, see the [**My Training Profile QRG**](#)

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