

## Step 1: Create a Unique Student Identifier (USI)

If you currently have a USI go straight to **Step 2: Find an Online Course** below. You can check to see whether you have a USI recorded in LaDIS by going to **My Account > Personal Details**. If you do **NOT** have a USI, you will be required to obtain one.

The following steps outline how to obtain your own USI from the USI website.

1. Go to [www.usi.gov.au](http://www.usi.gov.au) and log in or create an account
2. In the USI official website, in the Student section, select **Create your USI**.
3. You will need to provide details about a form of identification that will be used by the USI system to confirm your identity. This may be in the form of a: Driver's Licence, Medicare Card, Australian Passport or other forms as listed on the website. Please note you will need to provide your Town/City of Birth.
4. Follow the prompts on the USI to obtain your USI.
5. Once you have obtained a USI, go back to LaDIS > **My Account > Personal Details** and enter it in the **Unique Student Identifier** box. Then click on **Save** at the bottom of the screen.

**Note:** Do you have a First Name and Family Name e.g. John Smith?

Most users will need to select Yes. Only select No if you are officially known by one name (you do not have a last name).

## Step 2: Find an Online Course

1. Go to the **Search for Course** tab
2. In the **Category** drop down box, select **Online Courses**. Click on **Find Course**.
3. Double click the course you wish to complete.
4. Select the appropriate Schedule of the Course (eg. 1/1/2021 – 31/12/2021) and click **Book Course**.
5. Enter your USI if you haven't yet saved it to your account, click on **Verify USI**.
6. On the **Confirmation Enrolment Page**, tick the two tick boxes regarding Terms and Conditions and Prerequisites. Then click on **Finalise Enrolment**.
7. You will now have access to the course and will receive an email confirming your enrolment.
8. Click on the **Online Course** menu option.
9. Under the **Online Course** menu option. Find the Online Course and click on **Launch**. Activate Adobe and allow pop-ups if prompted.
10. On the Conclusion Page, click on **Submit your Result**

11. Only close the pop up window you completed the course in, do not close any other windows as this can cause issues with your results saving.

### **Issuing your Statement of Attainment for Basic Wildfire Awareness Only**

Basic Wildfire Awareness (BWA) is a nationally accredited short course. In order to print your short course certificate, follow these additional steps.

1. When you finish Step 10 above, 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**.

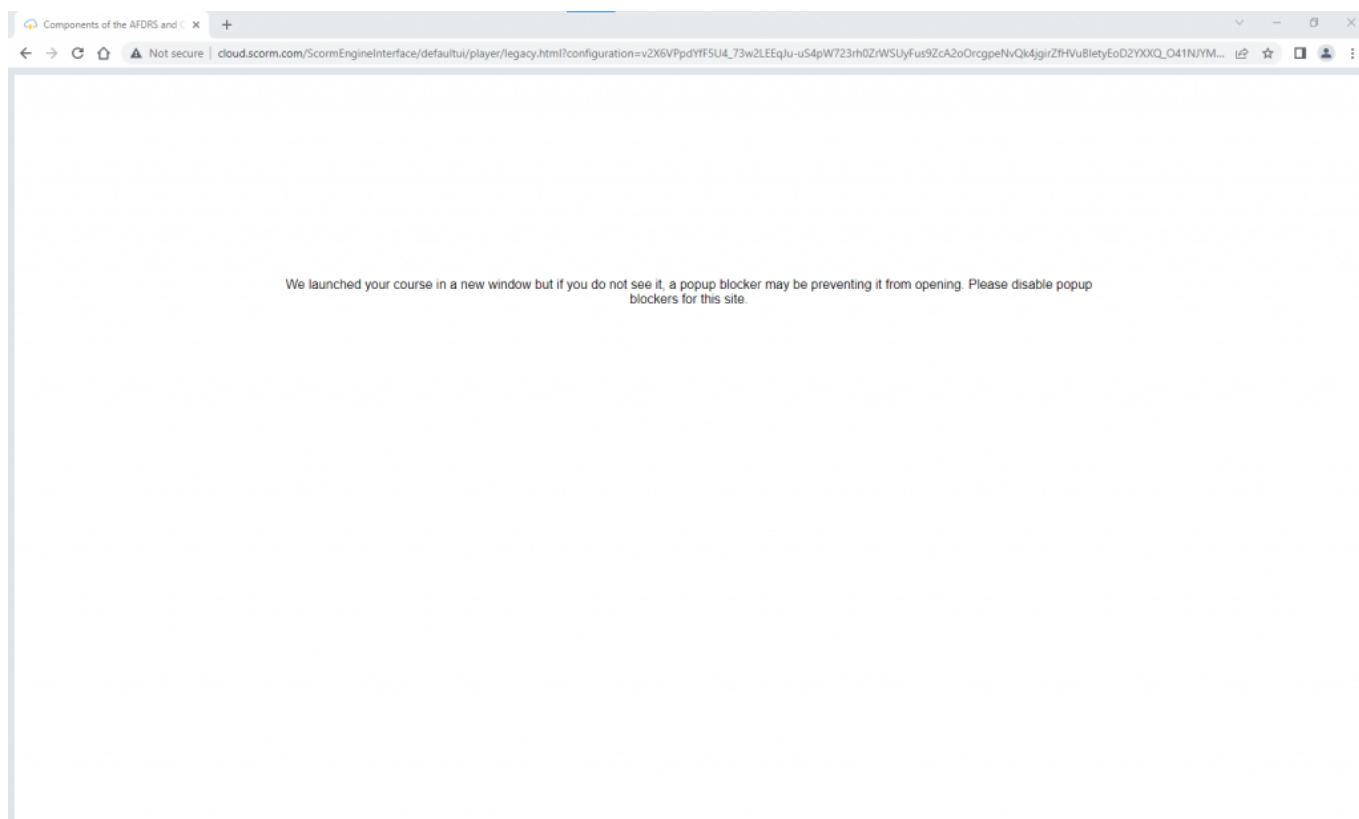
2 . Once a certificate is printed, it is saved in the student's folder under the **Library Tab > Library > Certificates**.

If you would like to check whether your LaDIS **Training Profile** has been updated after completing Online Courses follow these steps:

1. From the LADIS home page, 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 guide [here](#)

### **Online Course Tips:**

- You must be logged in as a **"Student"** to complete eLearning in LaDIS
- If you click on a link within a course, your course pop up will minimise, to find the course window hover over your browser icon in your taskbar and select it
- When you have completed a course and closed the course pop up window, do not close the window in the image below – wait for it to refresh as this will save your results in LaDIS



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