Trying to Enrol in an Online Course?

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 in order to complete Basic Wildfire Awareness.

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

1. Go to 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 and Enrol in an Online Course

1. Ensure your Organisation/Business is listed in your profile. Please do not put "DEECA" or "External". We may need follow up for further information regarding your organisation before approving your enrolment.
2. Go to the **Search for Course** tab
3. All courses available for enrolment are listed by default on the screen, scroll through the list or use the search bar at the top of the list to refine the options
4. Click the '**Enrol**' button for the course you need to complete
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. Your enrolment will require approval by the LaDIS Support team and may be pending

for 2 business days
8. You will receive an email when your enrolment has been approved

Step 3: Completing an Online Course

1. Click on the **Online Courses** tab
2. Under the **Online Courses** page, find the Course you want to complete and click on **Launch**
3. If there is no **Launch** option, your enrolment may have expired. Follow the steps to Find and Enrol in an Online Course to get access

Activate Adobe and allow pop-ups if prompted.

1. On the Conclusion Page, click on **Submit your Result**
2. 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.

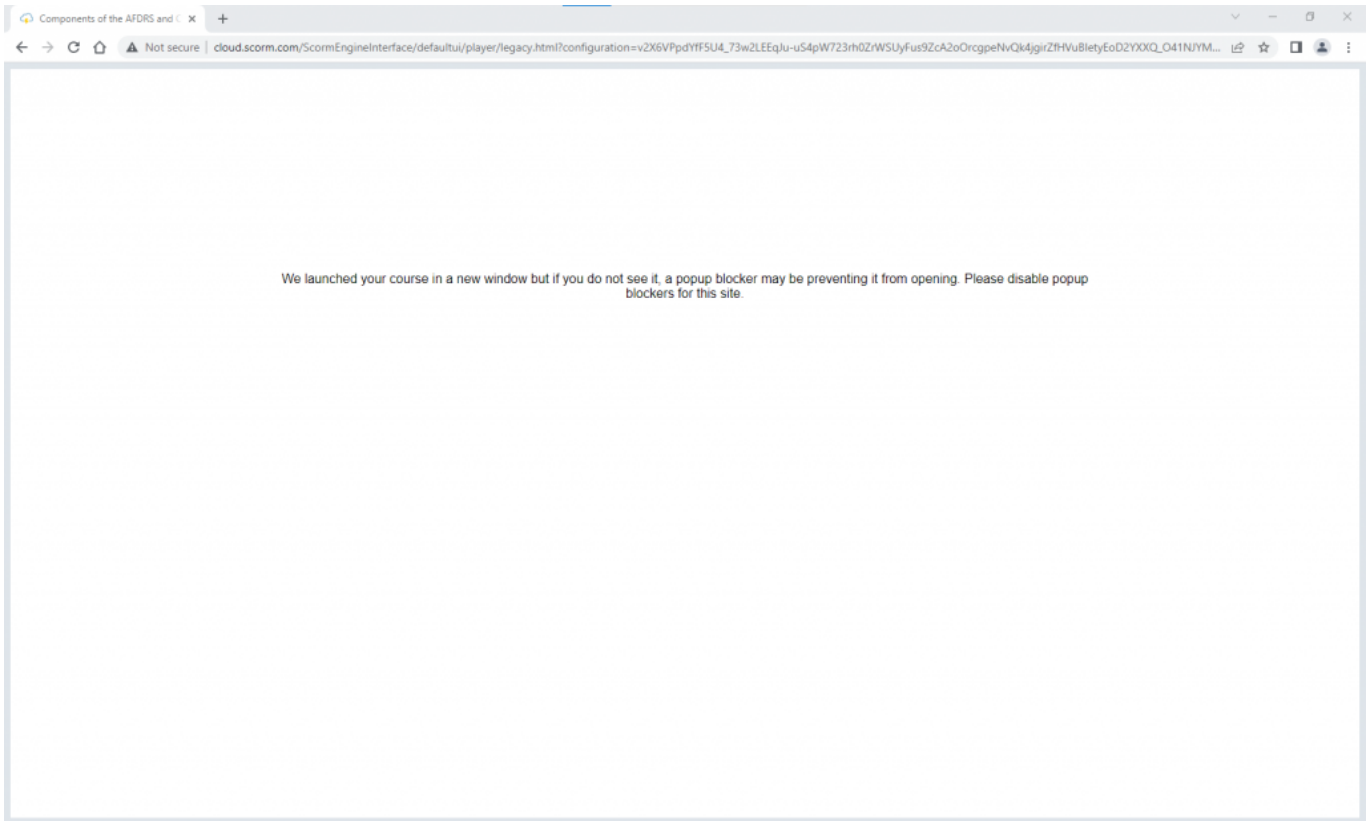
Issuing your Statement of Attainment for Basic Wildfire Awareness Only
Basic Wildfire Awareness (BWA) is a nationally accredited short course. In order to print your short course certificate, follow these additional steps.
1. When you finish Step 10 above, you will be taken back to the **Training Records 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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