Internal Users are FFMVic Staff from **DEECA, Parks Victoria and Melbourne Water** staff.

Logging into LaDIS

If you have a FireWeb account log into LaDIS here using your FireWeb username and password following the **Login instructions** below.

If you do not have a FireWeb account, you can register for one here, when your registration has been processed you will receive a confirmation email. After you receive the confirmation email you can then follow the **Login instructions** below.

If you are unsure whether you have a FireWeb account or are experiencing any difficulties logging into LaDIS, please Raise a Support Ticket by clicking here: Contact FFM Support.

Login Instructions
Open LaDIS in Google Chrome – here
1. Enter your FireWeb Username with ffm\ at the start e.g. ffm\lg5t
2. Enter your FireWeb Password then click 'Sign In'

Enrolling in an Online Course

Staff can self-enrol in a range of Online training courses. For further details, please refer to *How to Enrol and Complete Online Courses (Internal Students)*.

Viewing Your Personal Details and Training Information in LaDIS

The following steps outline how to view your personal details and training information in LaDIS.

Personal Details Tab

The page should default to the **Personal Details** Tab but if it does not, click on the menu tab called **My Account**, then select **Personal Details** from the drop-down list.
The **Personal Details** tab contains your personal and contact information and your work centre address. Most of this information is populated from your HR system for this reason, you are only able to edit specific information on these tabs in LaDIS.

With the exception of the **Dietary Requirements** field, information on the **Personal Details** tab is read only. The **Dietary Requirements** field is used to ensure the right catering can be arranged for you when you attend training events.

To update your dietary requirements in LaDIS – from the **Personal Details** screen, click in the **Dietary Requirements** field and type relevant information; for example, vegetarian then click **Save**. Your dietary requirements are now updated; they can be changed at any time.

You can also record your **Unique Student Identifier (USI)** in this Tab, please refer to the USI Quick Reference Guide on how to obtain and/or record your USI.
When you have supplied all the required information, click **Save** .

Company Details Tab (within Personal Details)

The Company Details tab contains information about your employment status; for example, your region,
district and workcentre. This tab also displays your primary position within agency and the identity of your supervisor. All information displayed in the Company Details tab is read only.

What if my details are wrong or change?
Details on the **Personal Details** and **Company Details** tabs are sourced from your HR system. If your details in LaDIS are incorrect – or if they change over time – you will need to update them in your HR system for the changed to flow through into LaDIS. Updates from your HR system to LaDIS occur nightly.

Compliance Details Tab (within Personal Details)

The **Compliance Tab** contains information DELWP is required to gather to meet its regulatory reporting requirements as a Registered Training Organisation (RTO). Use the drop-down menus, check-boxes and free-text fields to complete all items as they relate to your individual circumstances.

When you have supplied all required information, click **Save**. **Note:** You may need to periodically update this information if some of your details change.

Training Profile Tab
Click on the menu tab called **Training Records**, then select **Training Profile** from the drop-down list.
The **Training Profile** tab contains a series of sections that display your training and capability history. All information displayed in the Training Profile tab is read only.
For more information about your Training Profile tab, see the My Training Profile QRG.

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