

# iLearn Registration & Course Enrolment Guide

This guide will take you through the process of creating an iLearn account and enrolling in courses.

## iLearn Registration

### Do you have an iLearn account?

If you have an iLearn account you can log into your account by clicking on this link

<https://ilearn.health.qld.gov.au/d2l/login>

If you're new to iLearn follow the next steps to register

#### Step 1: Go to:

<https://ilearn.health.qld.gov.au/shared/UserSupport/SelfRegistration.html>

#### Step 2: Choose Account Type:

“Volunteers and Agency employees– employed by non-Queensland Health healthcare provider”

Then click on “Click here to Register”

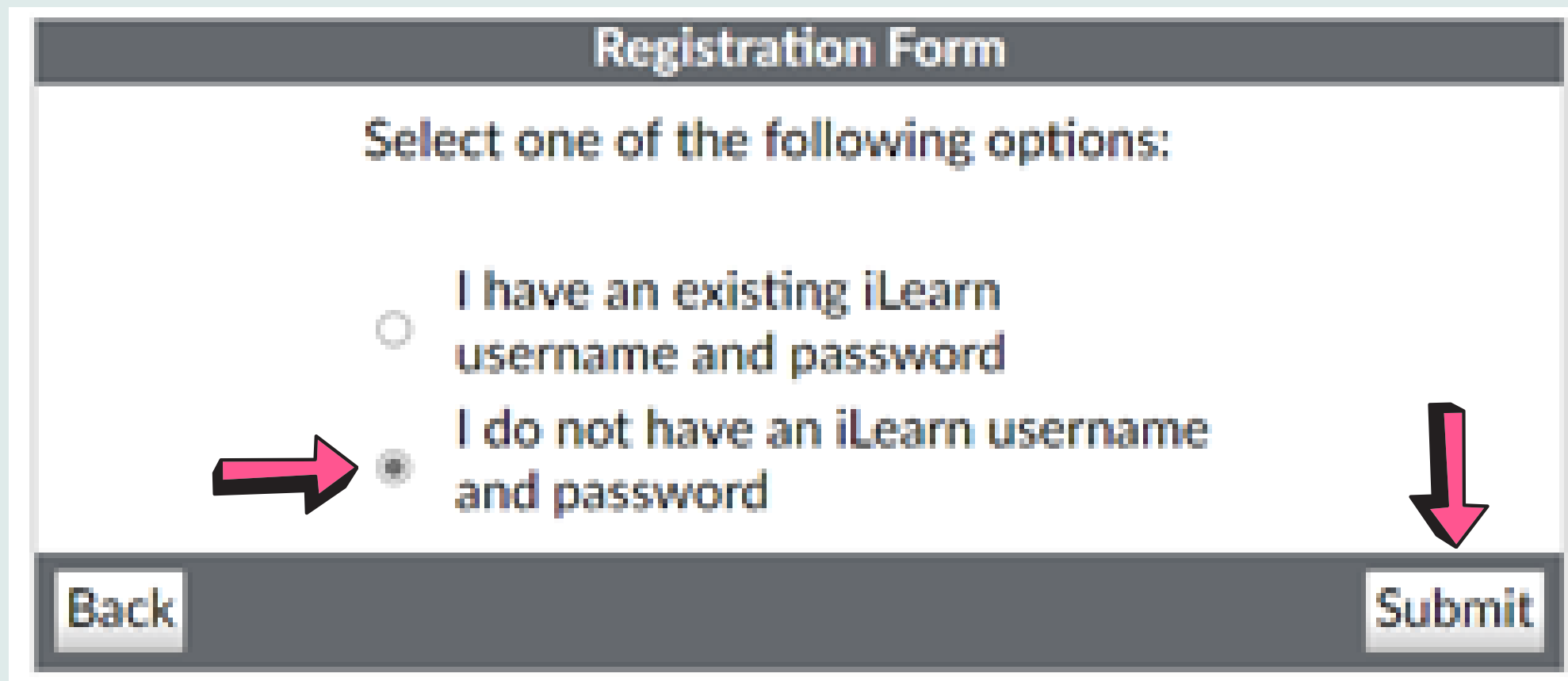
#### Account types

Australian Defence Force member	▼
COVID-19 response	▼
Queensland Ambulance Service (QAS) employee	▼
Queensland Health contractor	▼
Queensland Health employee	▼
Student on clinical placement	▼
Tradesperson – wanting to work on Queensland Health premises	▼
<b>Volunteers and Agency employees – employed by non-Queensland Health healthcare provider</b>	▲
1. Select 'I do not have an iLearn username and password' option and submit 2. Select 'Non Queensland Health learner' 3. Complete the form using your personal email address	
<a href="#">Click here to Register</a>	
Access to the Mental Health Act 2016 online learning and are a Non-Queensland Health employee	▼
Other - for all other account types	▼

### Step 3: Select option:

"I do not have an iLearn username and password".

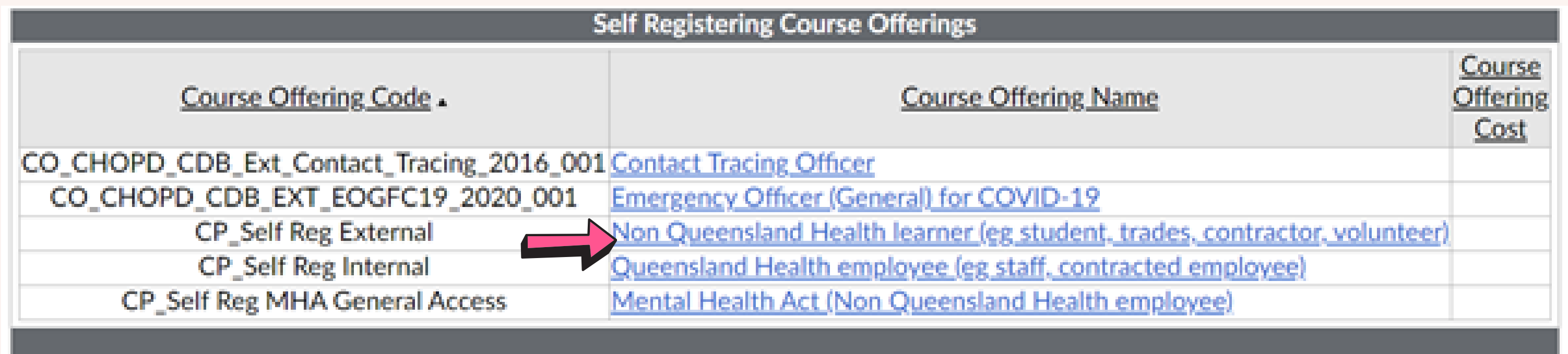
Then click "Submit"



The screenshot shows a 'Registration Form' with the instruction 'Select one of the following options:'. There are two radio button options: 'I have an existing iLearn username and password' and 'I do not have an iLearn username and password'. A pink arrow points to the second option, which is selected. Another pink arrow points to the 'Submit' button at the bottom right. A 'Back' button is at the bottom left.

### Step 4: Choose Course Offering Name:

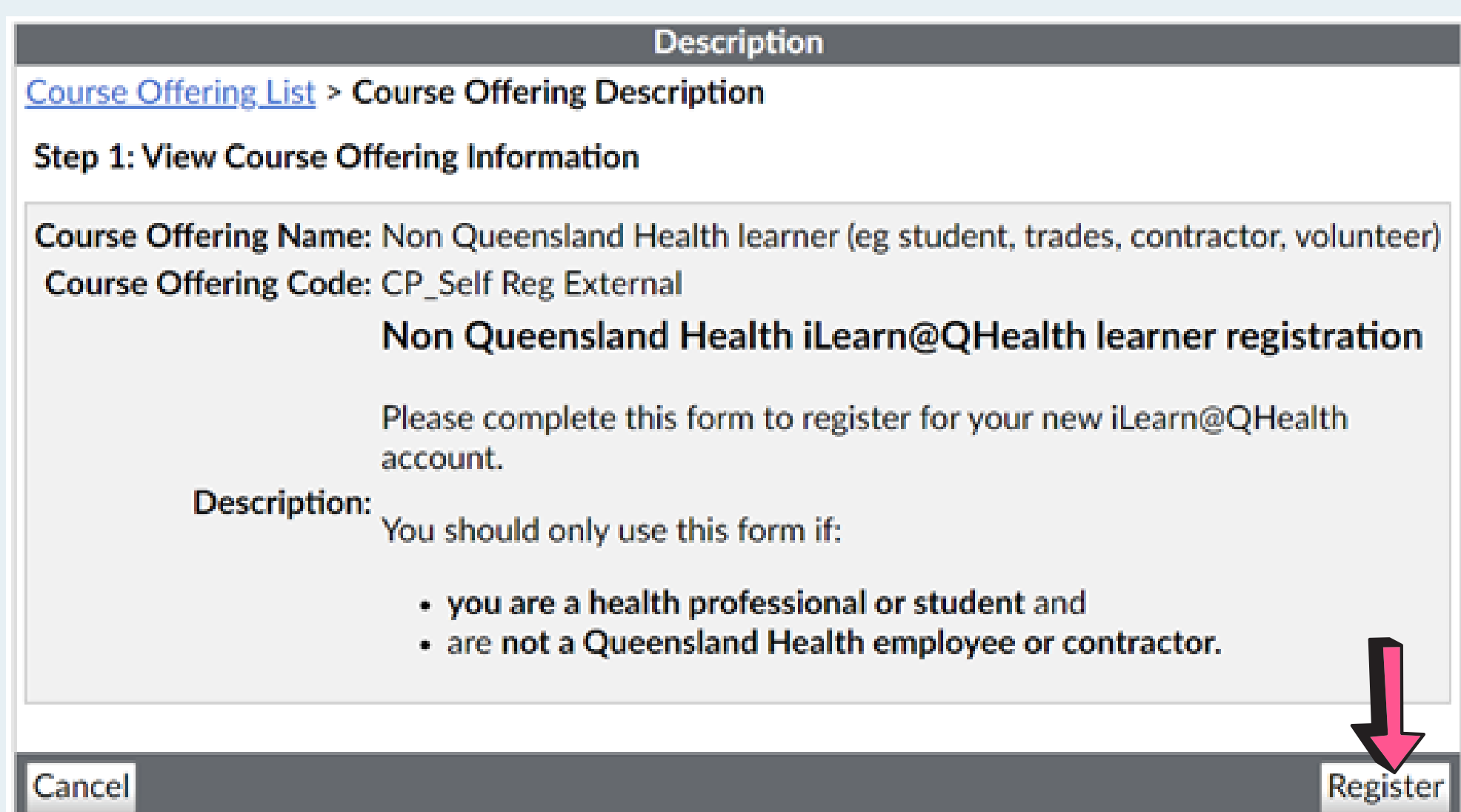
"Non-Queensland Health learner (e.g. student, trades, contractors, volunteer)"



Course Offering Code	Course Offering Name	Course Offering Cost
CO_CHOPD_CDB_Ext_Contact_Tracing_2016_001	<a href="#">Contact Tracing Officer</a>	
CO_CHOPD_CDB_EXT_EOGFC19_2020_001	<a href="#">Emergency Officer (General) for COVID-19</a>	
CP_Self Reg External	<a href="#">Non Queensland Health learner (eg student, trades, contractor, volunteer)</a>	
CP_Self Reg Internal	<a href="#">Queensland Health employee (eg staff, contracted employee)</a>	
CP_Self Reg MHA General Access	<a href="#">Mental Health Act (Non Queensland Health employee)</a>	

### Step 5: View Course Offering Information:

Click "Register"



The screenshot shows a 'Description' window titled 'Course Offering List > Course Offering Description'. It displays 'Step 1: View Course Offering Information' with the following details: 'Course Offering Name: Non Queensland Health learner (eg student, trades, contractor, volunteer)' and 'Course Offering Code: CP\_Self Reg External'. Below this is the heading 'Non Queensland Health iLearn@QHealth learner registration' and a message: 'Please complete this form to register for your new iLearn@QHealth account.' The 'Description:' section states: 'You should only use this form if:' followed by a bulleted list: '• you are a health professional or student and' and '• are not a Queensland Health employee or contractor.' At the bottom, there are 'Cancel' and 'Register' buttons. A pink arrow points to the 'Register' button.

## Step 6: Fill in registration form:

Feel free to use details provided below or your own organisation and supervisor's contact information.

Then click "Submit"

### Registration Form

[Course Offering List](#) > [Course Offering Description](#) > **Registration Form**

#### Step 2: Enter Registration Information

Required fields are marked with a \*

- \* First Name:
- \* Last Name:
- \* Email:

**Email Tip:** For faster registration, please use an email address that identifies your organisation (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g. @hotmail etc).

- \* Business Phone:
- \* Position:
- \* Employer:
- \* Supervisor's Name:
- \* Supervisor's Contact Number:
- Address 1:
- Address 2:
- \* City:
- \*
- State/Province:
- \* ZIP/Postal Code:
- \* Country:
- Office Use:

# Step 7: Confirm your registration details:

Then click "Finish"

**Confirmation**

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**

### Step 3: Confirmation

First Name:

Last Name:

Email:

For faster registration, please use an email address that identifies your organisation

Email Tip: (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g. @hotmail etc).

Business Phone:

Position:

Employer:

Supervisor's Name:

Supervisor's Contact Number:

Address 1:

Address 2:

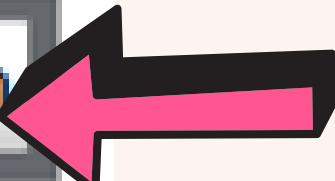
City:

State/Province:

ZIP/Postal Code:

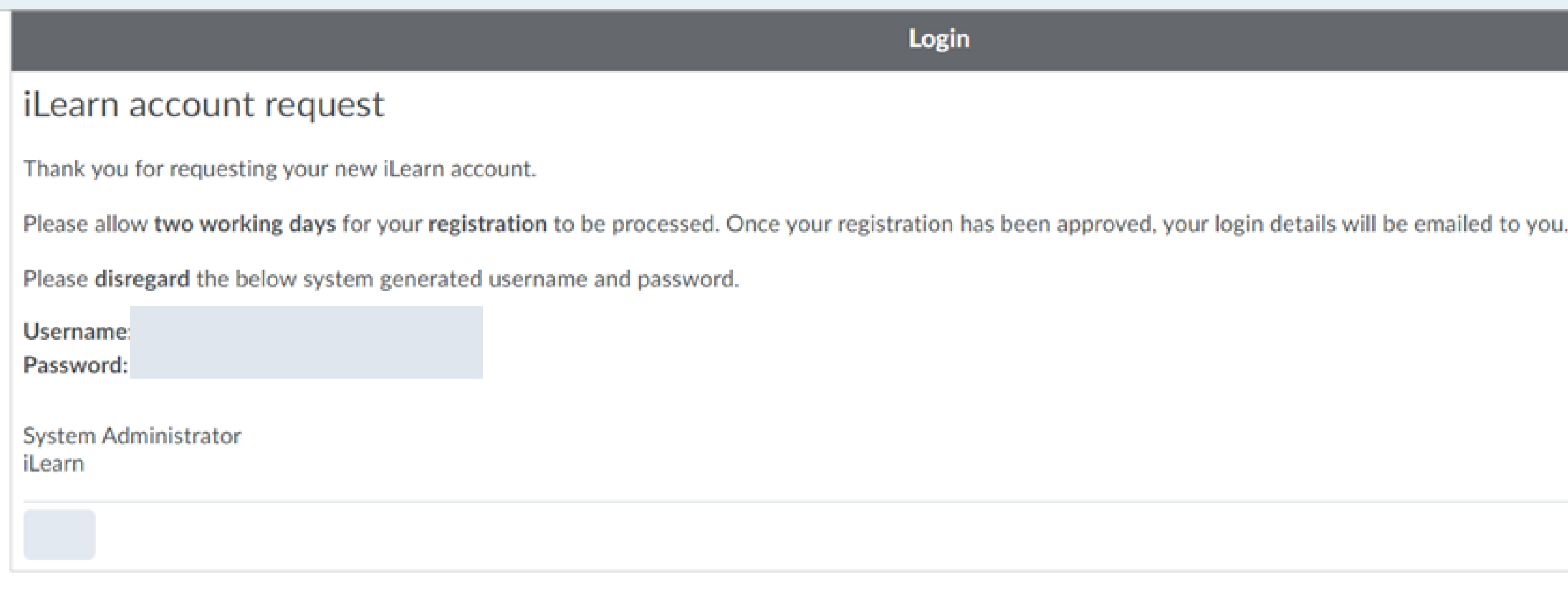
Country:

Office Use:

BackFinish 

## Step 8: Your username and password:

- The following pop-up window will appear.



The screenshot shows a pop-up window titled "Login" with the following content:

**iLearn account request**

Thank you for requesting your new iLearn account.

Please allow **two working days** for your **registration** to be processed. Once your registration has been approved, your login details will be emailed to you.

Please **disregard** the below system generated username and password.

Username: [Redacted]

Password: [Redacted]

System Administrator  
iLearn

[Redacted]

- You will receive an email with the subject line "Notification of your iLearn user account" which will contain your username and instructions to create a password.
- Please allow 2 days for an email to be sent to your email address.
- Check your spam filter/junk mail if you do not see the email within 2 days.

**Now, you have an  
iLearn account!**

You can access your account by clicking on  
the link below:

<https://ilearn.health.qld.gov.au/d2l/login>

# iLearn Course Enrolment

Do you want to enrol in our training courses?

Follow one of the two options below

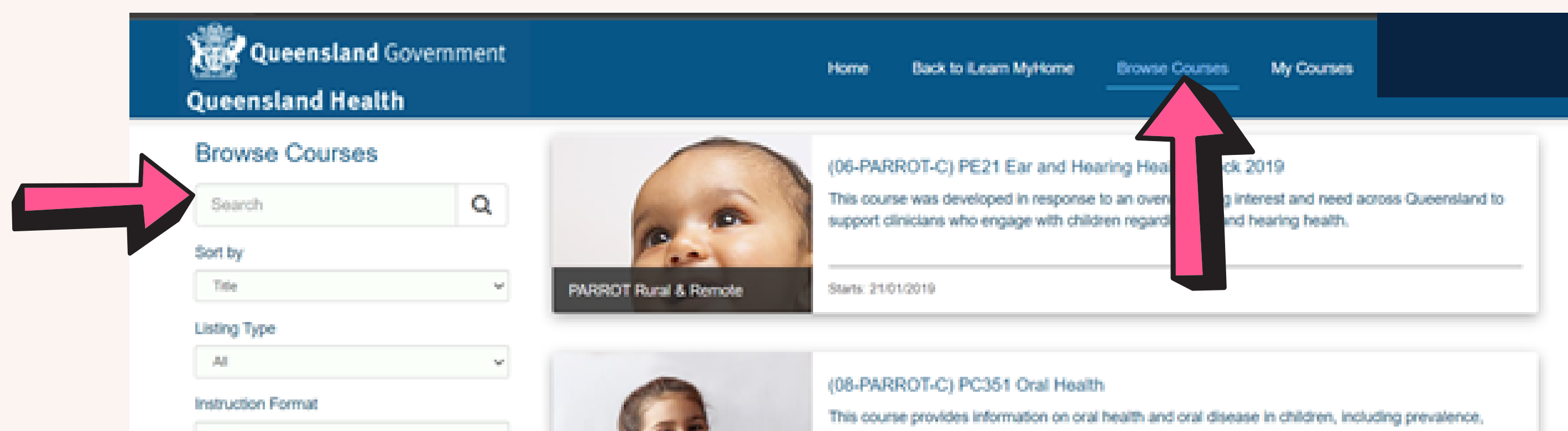
## Option 1:

**Step 1:** Go to: <https://ilearn.health.qld.gov.au/d2l/login>

**Step 2:** Log into your account using your username and password.

**Step 3:** Click on "Browse Courses" then search the course.

For example you can enter in the search box: QTMHC, Suicide Prevention, Culturally Responsive Suicide Prevention Training for Human Service Workers or Communicating about Suicide in the Media.



**Step 4:** Follow the prompts to enrol in the course and launch.

## Option 2:

**Step 1:** You can click on the links below to enrol directly in the training courses

- Culturally Responsive Suicide Prevention Training for Human Service Workers:  
<https://ilearnexternal.health.qld.gov.au/course/347/culturally-responsive-suicide-prevention-training-for-human-service-workers>
- Communicating about Suicide in the Media:  
<https://ilearnexternal.health.qld.gov.au/course/348/communicating-about-suicide-in-the-media>

**Step 2:** When prompted, log into your iLearn account and follow the prompts to enrol and launch the course.