North Curl Curl SLSC – eLearning Instructions

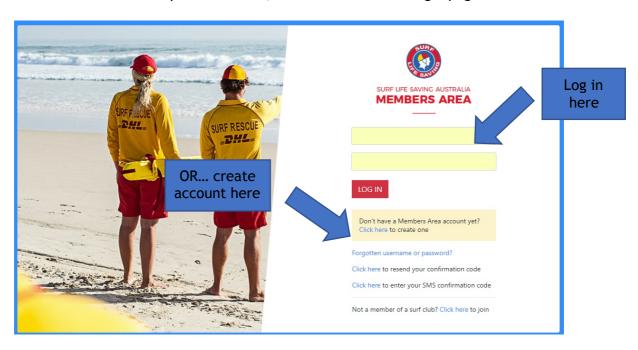
V4 September 17 2018. Author: Louise Lindop

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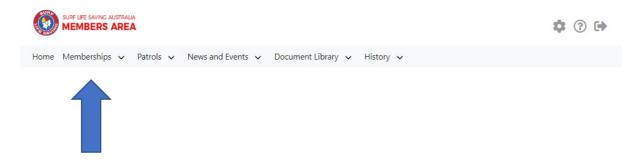
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Accessing the SLSA eLearning

1. Go to the SLS Members Portal https://members.sls.com.au/ and sign in. Note, if you don't have a member's portal account, click the link on the login page to create one.

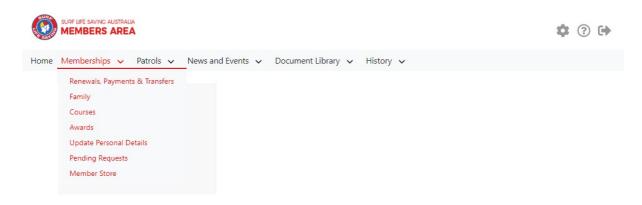


2. When logged into the Members Area, select Membership from the menu bar.

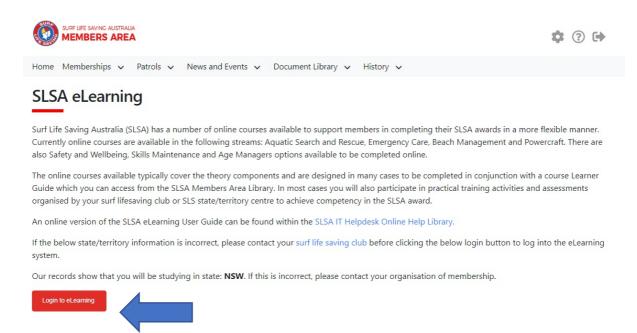




3. From the drop-down menu, select Courses.



4. Click Login to eLearning.



5. The first time you log in you will be asked to accept terms and conditions before being directed to the welcome page.

Enrolling on a course

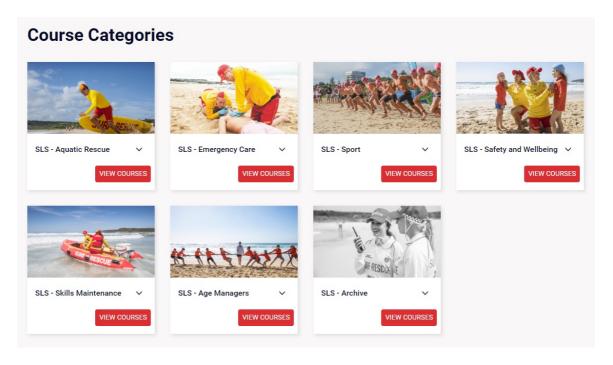
1. Click Training Library.



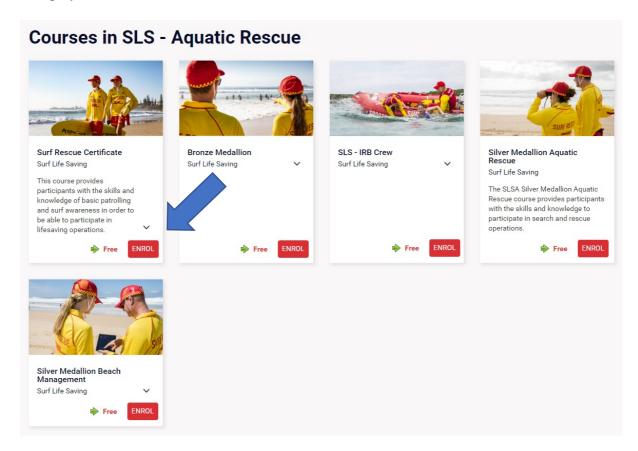
2. Click the required course category.

The category will be:

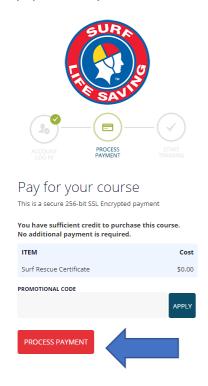
- **SLS Aquatic Rescue** for Bronze Medallion, Surf Rescue Certificate (SRC), IRB Crew, Silver Medallion Aquatic Rescue, Silver Medallion Basic Beach Management.
- **SLS Sport** for courses related to becoming a coach or official.
- **SLS Emergency Care** for ART, Spinal Management, Advanced First Aid and Pain Management.
- **SLS Safety and Wellbeing** for Safer Surf Clubs and Safeguarding Children and Young People Awareness Course.
- SLS Skills Maintenance for all Skills Maintenance courses.
- SLS Age Managers for Age Manager courses.



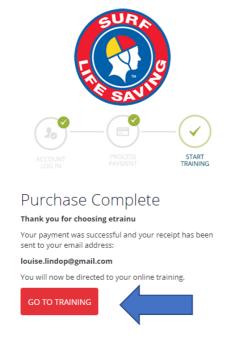
3. Find the course you would like to enrol on then click the **Enrol** button. This example shows enrolment on the Surf Rescue Certificate course in the SLS - Aquatic Rescue category.



4. Click **Process Payment**. Note, with the exception of the SLS -Sports category, there is no payment required for courses. Cost is \$0.00.



5. Wait to be automatically directed, or click **Go To Training**.

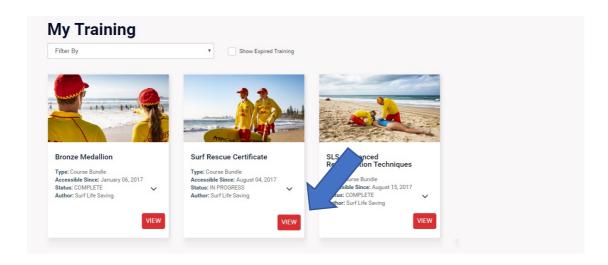


Accessing and completing a course

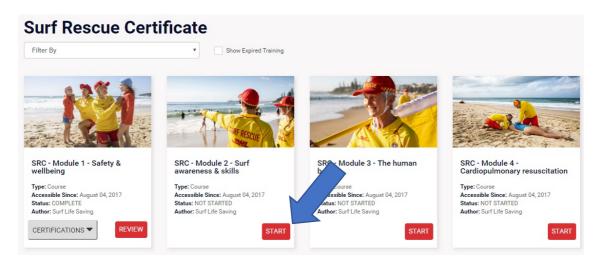
1. If you've just logged in, click **My Training**. If you've just enrolled, you can skip this step and go to step 2 below.



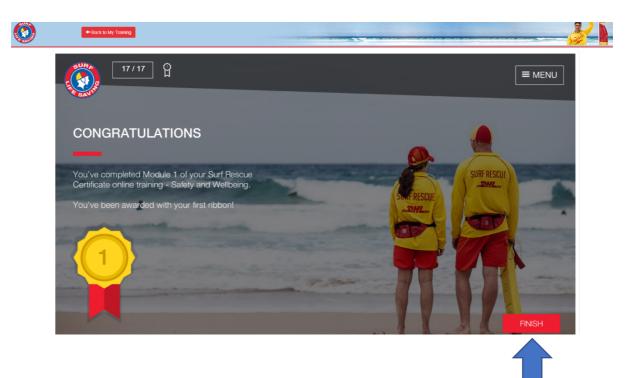
2. On the My Training page, click View if the course is a bundle (more than one module) or Start if the course is a single module. Note, you can also review completed courses.



3. If the course is a bundle (more than one module), the module list will display. Click Start to open the required module.



- 4. Work your way through each module, following the instructions on the screen.
- 5. When you finish the module, click the **Finish** button to record your results or follow alternative instructions on the screen.



Accessing your certificate

When you complete a course, which has a certificate associated with it, you will be emailed the certificate which you can print or forward by email to your trainer.

If you need to access the certificate from your **My Training** list, you can click the Certification button next to the completed course.



Further detailed information

For more detailed information, log into the Member's Area and refer to the SLSA eLearning User Guide v7 August 2018 in the Document Library.