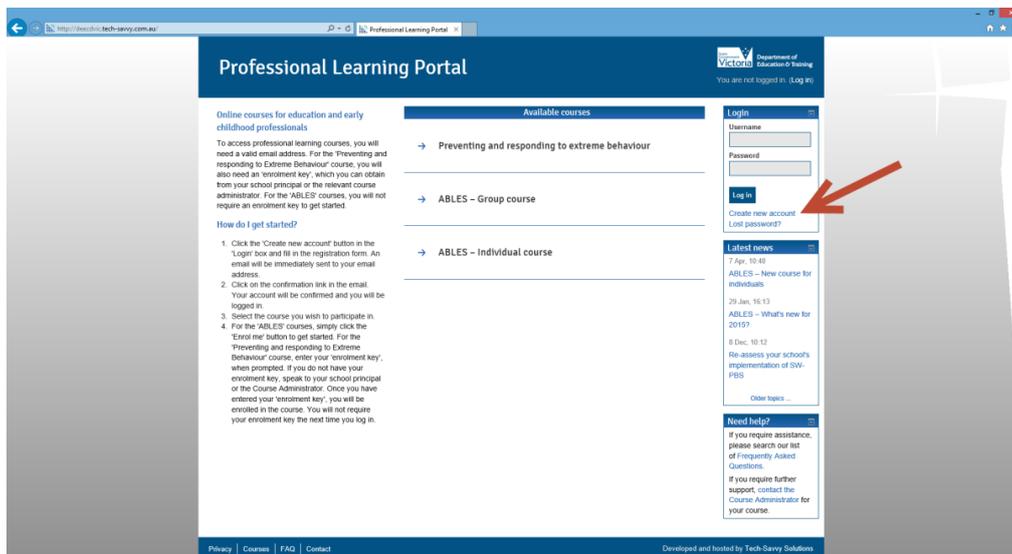


PROFESSIONAL LEARNING PORTAL

Guide for users

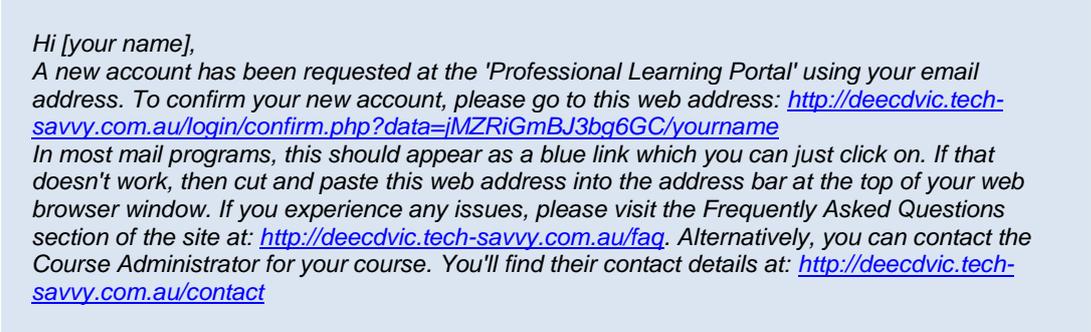
1. Go to the learning management system (LMS) at www.deecdvic.tech-savvy.com.au
2. Click the 'Create new account' link in the Login box (see image below).



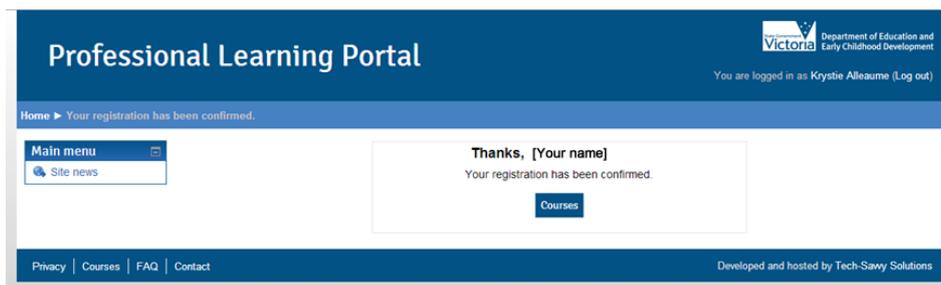
You will be taken to the signup page (see image below).

3. Select a username for your account. Your username must not contain spaces or capital letters, and must not have a full stop at the start or end.
4. Select a password. Your password must be at least 6 characters in length.
5. Type in your email address twice. You may use your official school email address or your personal email address.

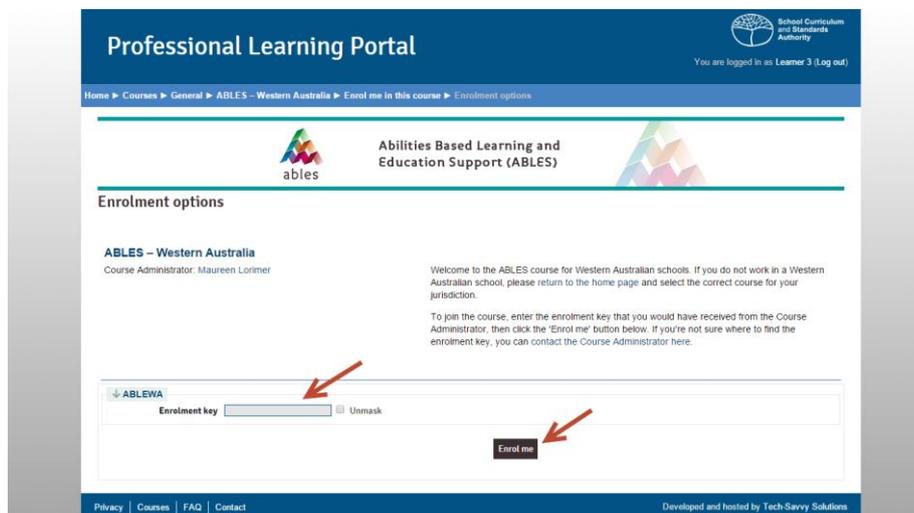
6. Type in your first name, surname and city/town, then click the 'Create my new account button'.
7. An email will be sent to you within 60 seconds, asking you to confirm that you are the owner of that email address and have registered yourself on the site. This prevents other people from signing up to the site using your email address.
 - The email will be from: 'Site Administrator [noreply@tech-savvy.com.au]'
 - The subject line will read: 'Professional Learning Portal: Account confirmation'.
 - The message will look similar to the one shown below:



8. Click on the link in the email to confirm your account. (If you do not receive the email, check your junk mailbox to confirm if it is there. If it is not there, contact the Course Administrator). The link will expire after 7 days. When you click the link, you will be taken to the account confirmation screen in the LMS (see below) where you can click on the 'Courses' button to select the course you wish to enrol in.



9. Select the course you wish to enrol in. In the enrolment screen, enter the enrolment key (which you would have received from the Course Administrator), then click the 'Enrol me' button.



10. Once in the course, click the 'Take the tour' link on the main course page to watch a brief video about how to navigate the course.