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).

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

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Home ► Log in ► New	account		
		↓ Collapse all	Need help?
↓ Choose your use Username Password	rname and password Vour password must have at least 6 characters Unmask		If you require assistance, please search our list of Frequently Asked Questions.
↓ More details Email address Email (again) First name Surname City/town			
	Create my new account Cancel	There are required fields in this form marked *.	
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- 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:

Hi [your name],

A new account has been requested at the 'Professional Learning Portal' using your email address. To confirm your new account, please go to this web address: <u>http://deecdvic.techsavvy.com.au/login/confirm.php?data=jMZRiGmBJ3bg6GC/yourname</u> In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste this web address into the address bar at the top of your web browser window. If you experience any issues, please visit the Frequently Asked Questions section of the site at: <u>http://deecdvic.tech-savvy.com.au/faq</u>. Alternatively, you can contact the Course Administrator for your course. You'll find their contact details at: <u>http://deecdvic.techsavvy.com.au/contact</u>

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.

Professional Learning Po	Victoria Department of Education and Early Childhood Development You are logged in as Krystie Alleaume (Log out)			
Home ► Your registration has been confirmed.				
Main menu 🖂 Site news	Thanks, [Your name] Your registration has been confirmed. Courses			
Privacy Courses FAQ Contact Developed and hosted by Tech-Sawy Solutions				

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.

me > Courses > General > ABLES - Western Australia > Enrol me in this course > Enrolment options					
	ables	Abilities Based Learning and Education Support (ABLES)			
Enrolment options					
ABLES – Western Australia					
Course Administrator: Maureen Lorimer		Welcome to the ABLES course for Western Australi Australian school, please return to the home page a jurisdiction.	an schools. If you do not work in a Western and select the correct course for your		
		To join the course, enter the enrolment key that you Administrator, then click the "Enrol me" button below enrolment key, you can contact the Course Adminis	u would have received from the Course v. If you're not sure where to find the strator here.		
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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.