



How to:

Self enroll into FREE courses

The ACM has a number of courses that are free to all Midwives. This means that you can self-enrol into the course - without having to get the ACM Education Unit to assist you.

Courses currently available include:

- 1) Telehealth for Midwives
- 2) Women want to know: Alcohol and Pregnancy

Getting started

- 1) Start by accessing the ACM Midwives Learn Home page (<http://learn.midwives.org.au/moodle/>)
- 2) Enter your username and password and click Log in'

A screenshot of a web browser window titled 'LOGIN'. It contains a 'Username' input field, a 'Password' input field, a checked checkbox for 'Remember username', a 'Log in' button, a green 'Create new account' button, and a red 'Lost password?' button.

Hint: You can get the system to remember your username by selecting the 'Remember username' box. This means that next time you visit the site it will remember your username and you only have to type in your password.

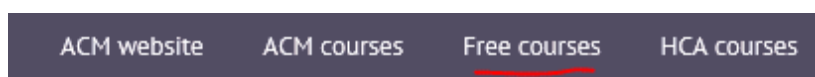
If you cannot remember your password please access the '**How to reset your password**' file.

If you cannot remember your username, try using your email address (start by looking back in past emails of the account you use the most to find previous correspondence about using Midwives Learn.

Accessing the courses

There are two ways to access the courses before you have been registered in them

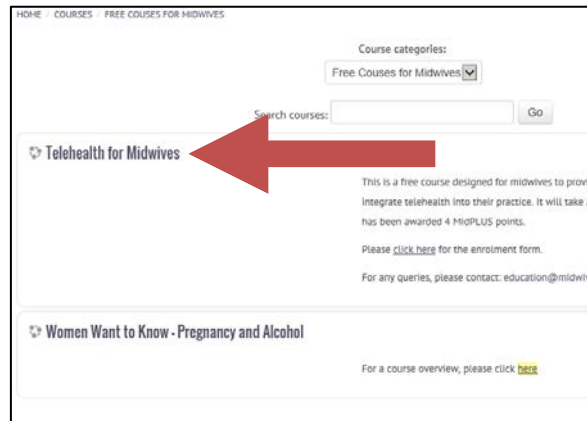
- 1) From the Home page you can either accessed the courses by **selecting** the '**Free courses**' option from the top tool bar as below:



- 2) Or you can **select** the '**Free courses for Midwives**' folder from the course categories which is visible on the home page (to the right of the screen)



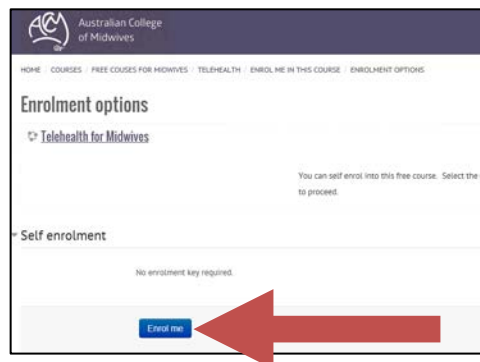
- 3) You will see a screen similar to the one below, once you have made one of the selections above to get to the **Free** courses



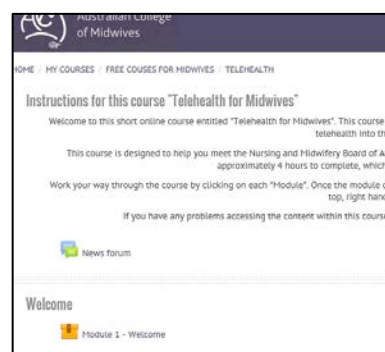
- 4) **Select** the course that you wish to enrol in by **clicking** on the name of the course

Enrolling in the course

- 1) You will now see a screen similar to the following



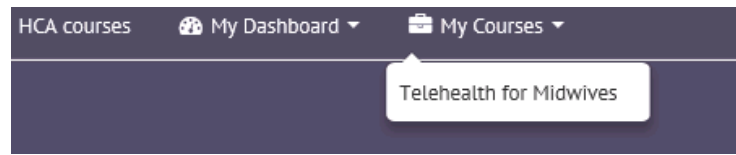
- 2) Click on the 'Enrol me' button and you will be directed to the home page for the course



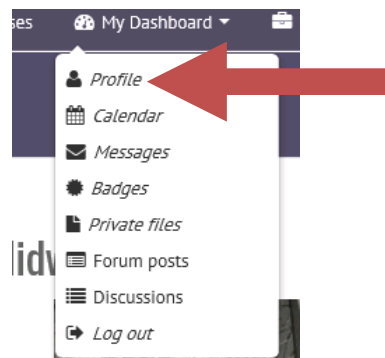
- 3) And now you can get started 😊

Checking your enrolment

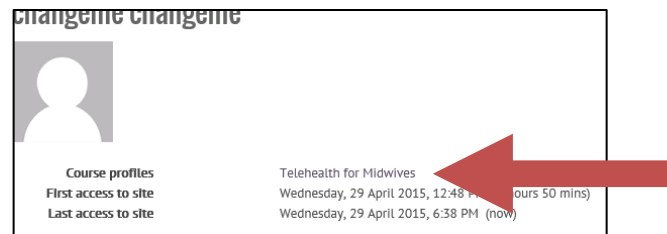
- 1) When next you enter the site you can see the course/s that you are enrolled in by either
 - a) Selecting the 'My Courses' tab at the top of the page



- b) Or you can select the 'My Dashboard' tab at the top of the page and then select 'Profile'



- 2) You will see on your profile that you now have access to the Telehealth for Midwives course



Thank you for enrolling into an ACM Midwives Learn **FREE** course. Please contact us with any further queries at education@midwives.org.au or call the office at (02) 6230 7333.

- the ACM Education Unit team