

How to Log in and update your profile

Welcome to ACM Midwives Learn Online Courses.

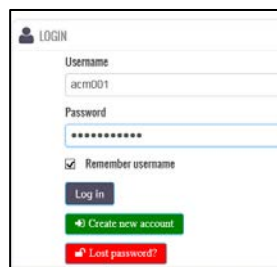
Please follow the instructions below to get started!

Access

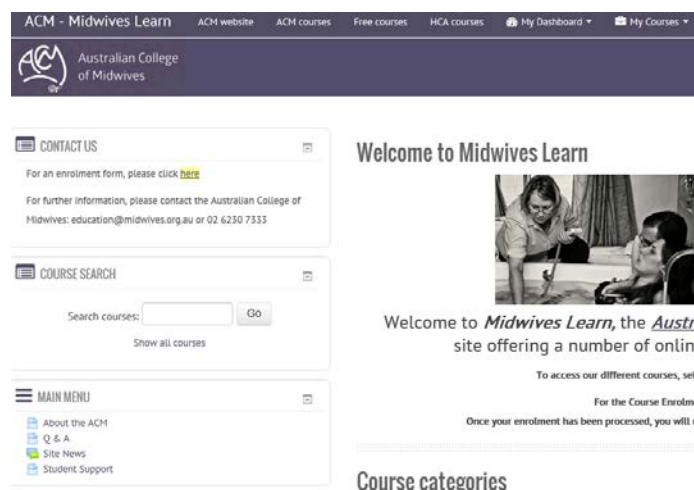
- 1) You will need to have created an account already with a username and password.
- 2) If you have not done this, follow the instructions in the **How to Set up your own Moodle account in the ACM's e-learning website: Midwives Learn**

Getting started

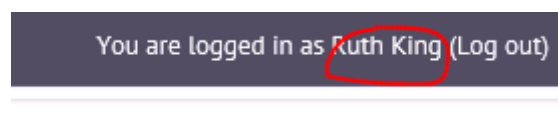
- 1) To log in go to <http://learn.midwives.org.au/moodle/>
- 2) **Type** your username and password into the login box and **click** the 'Login' button



- 3) If you have entered the correct username and password the home page will open

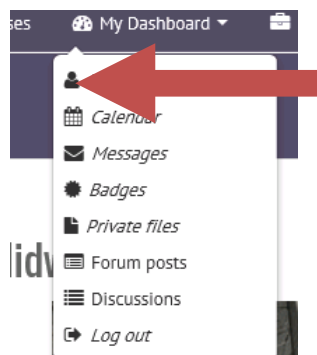


- 4) And you will be able to see that you have been logged in to your account at the top right of the screen

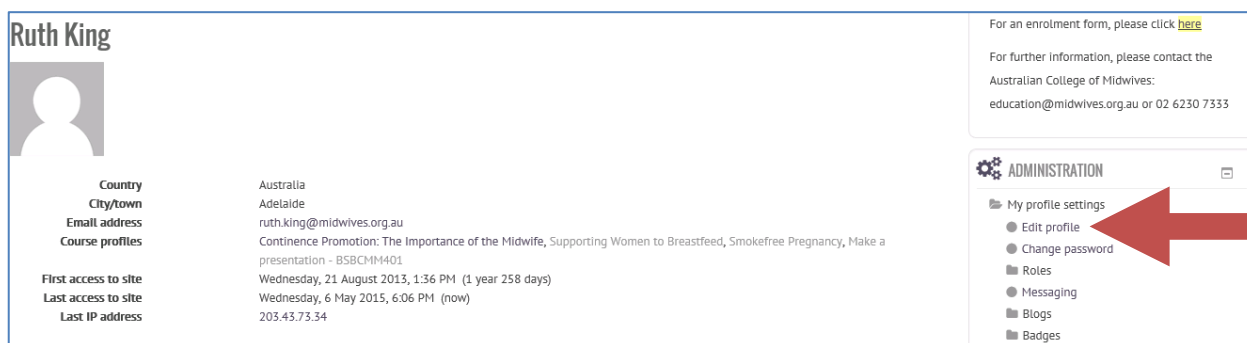


Editing your profile

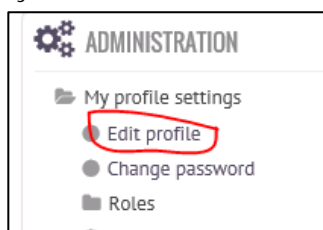
- 1) Editing your profile is required so that reporting can be done on completion of the courses and access. If details are not entered this useful data cannot be collected or used. Please take the time to complete these steps.
- 2) To edit your profile you need to **click** on the 'My Dashboard' tab at the top of the page and then select 'Profile'



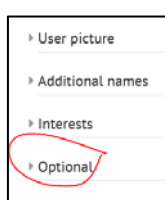
- 3) Your profile page will appear



- 4) To the right hand side of the profile page you will see an Administration box. Under 'My Profile settings' **click** the 'Edit profile' option



- 5) Your profile page will now open and you can start changing your details.
- 6) **Make sure** your **first name, surname and email address** are correct. You will have entered these details when you created your account. Update as required.
- 7) **Scroll down** the page to see the City/town and Country fields. **Make sure** these details are also correct - you will have entered them when you created your account. Update as required.
- 8) **Scroll down** the page till you see the '**Optional**' tab (depicted with an arrow next to it) **click** on **Optional** and the section will expand and show you the areas you can fill in).



- 9) Move to **AIM ID**.

AIM ID

- 10) In this field enter your **Profession**. Please **enter** it exactly from one of these options: Midwife, Nurse, Student Midwife, RNRM, Doctor, Other
- 11) Move to **Institution**.

Institution

- 12) In this field please enter the **Area you work** eg put in Hospital public, Hospital private, Community
- 13) Move to **Department**.

Department

- 14) In this field please enter the '**name of the your employer**' if this has not been prefilled. If you are self employed you can either enter '**self employed**' or write in the '**name of your business**'.
- 15) Move to **Mobile Phone**.

Mobile phone

- 16) We will not get you to enter your phone number here, but rather where you work predominantly, in a geographical sense. Your options are: **urban, rural, remote** (please enter one of these options only)
- 17) Move to **Address**.

Address

- 18) Please enter your **Post Code** in this field.
- 19) When you are finished, **click** 'Update profile'

- 20) When you **click** continue you will be taken to your profile, which will be updated with the details you just entered (eg Midwife for Profession in the AIM ID field). Many of the other fields you have just updated will only be visible in completion reports.

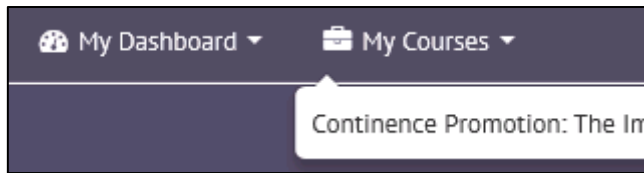
Ruth King



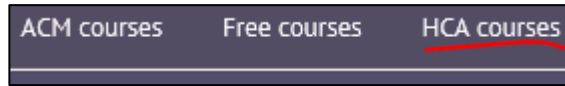
Country
City/Town
Email address
AIM ID
Course profiles
First access to site
Last access to site
Last IP address

Australia
Adelaide
ruth.king@midwives.org.au
Midwife
Continence Promotion: The Importance of the M
presentation - BSBCHM401
Wednesday, 21 August 2013, 1:36 PM (1 year 2
Wednesday, 6 May 2015, 6:17 PM (1 sec)
203.43.73.34

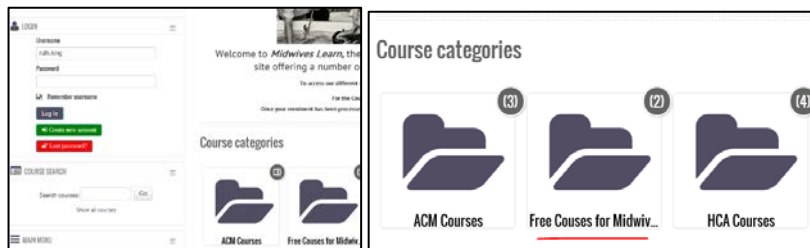
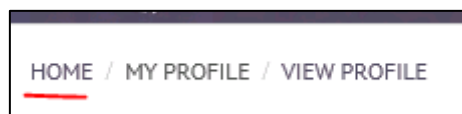
- 21) From here you can **get started** on your courses. You will note that any courses you are enrolled in will be visible on your profile.
- You can click on the name of the course and it will take you to that course.
 - Or you can access it from the 'My Courses' option at the top of the page,



c) Or you can select from the option at the top of the page (ACM Courses, Free Courses or HCA Courses) and you will be directed to the relevant Course page where all courses you have been enrolled in will be visible to you.



d) Alternatively you can select the **Home** option from the breadcrumb trail at the top left of the page and it will take you back to the Homepage, where you can select the Course Category folder that you want to access. You will then be directed to the relevant page where all courses you have been enrolled in will be visible to you.



We hope you enjoy the courses when you get enrolled. For general ACM Midwives Learn enquiries please contact the ACM Education Unit by email education@midwives.org.au or by phone (02) 6230 7333. We will endeavor to process your request within 48 hours.

-The ACM Education Unit team